

**University of Louisiana at Lafayette
Social Event
Structural Approval Form**

Step I.

This form must be completed two weeks prior to completion of the structure, but no less than two (2) weeks prior to the registered event or planned construction. It must be turned to the Office of Greek Affairs.

Measurement of Structure: Width _____ Height _____ Distance _____ Length _____

Description of the structure(include sketch on back of form): _____

Use of the Structure: _____

Length of time the structure will be standing: _____

How will the building material be disposed of? Date? _____

How will security for the specific structure be provided? _____

Name of contact person to answer questions regarding project: _____

Phone number of contact: (Home) _____ (Cell) _____

For office use only: **Approved** _____ **Approved with Recommendations** _____ **Denied** _____

Step II.

Inspected by: _____ Degree Held: _____

Place of Employment _____ Phone Number _____

Approved _____ **Approved with Recommendations** _____ **Denied** _____

Signature of Inspector _____

NOTE: This form cannot be substituted with a letter or any other proof of inspection. This form must be completed in time for potential changes or improvements to be done if recommended. If a structure is not approved, it will not be allowed to remain at a party. It must be improved to standards or removed prior to the party beginning. After improvements are made, another form must be completed.

By signing this form, the _____ Chapter of _____
Chapter Designation Fraternity

understands that the University assumes no responsibility or liability for any temporary structure built on the property leased by the above mentioned fraternity on Fraternity Row. It is also agreed that the chapter will follow the approved guidelines and time frames in this firm and other Greek Affairs policies. Structure setup and cleanup schedule is as follows: Setup – no earlier than fourteen (14) days prior to event; Cleanup – completed within 4 days of the event. **Failing to do so allows the University to act accordingly with the chapter being financially responsible.**

Chapter President _____

Approved by: _____ Date _____