



**Student Center Reservations  
Open Air Forum Permit**

CONTACT INFORMATION			
Name		Organization	
Address		City	State
Cell #	Work #	E-mail Address	

EVENT INFORMATION		
Event Title		Number of Participants
Event Date(s)	Start Time	End Time
Description of Event		

Please indicate which location: Mell Street Open Air Forum

Thach/Donahue Open Air Forum

REQUIREMENTS AND RESTRICTIONS
<ul style="list-style-type: none"> <li>• This form must be submitted at least 2 business days prior to the date of the event to Student Center Reservations in the Harold D. Melton Student Center, Room 1301.</li> <li>• The Open-Air Forum area may be used sunrise to 11 pm.</li> <li>• Organizations/individuals listed on this request must abide by all applicable University policies and procedures, including <a href="#">the Expression and Demonstration Policy</a> and <a href="#">the Campus Distribution Policy</a>. Organizations/individuals listed on this request must also abide by all federal, state, and local laws.</li> <li>• Amplified sound devices, including microphones, speakers, and bullhorns, may not be used in connection with demonstrations anywhere on campus without prior permission from the university, as provided in the <a href="#">Outdoor Amplified Sound Policy</a>.</li> <li>• Organizations/individuals listed on this request must remove all debris, banners, posters, signs, announcements, etc. immediately following the conclusion of the event.</li> <li>• Organizations/individuals listed on this request are financially responsible for any damages to University property or equipment as a result of this event.</li> <li>• Once signed by Student Center Reservations, a copy of this form must remain with the responsible party during the event.</li> </ul>

SIGNATURES	
Applicant Signature	Date
Student Center Reservations Signature	Date