



Stephen F. Austin State University Student Activities  
 Birdwell Building Room 125 ▶ PO Box 13029 SFA Station ▶ Nacogdoches, TX 75962

# Grounds Reservation Form

## Students, Faculty and Staff

Please Print

(the "event" maybe a sign-up table for another event)

Event Date \_\_\_\_\_

Event Name \_\_\_\_\_

Event Time \_\_\_\_\_

Sponsoring Organization(s) \_\_\_\_\_

Event Location \_\_\_\_\_

Student Leader's Name \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Faculty or Staff Advisor's Name \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Check the campus area you are requesting to use:

All must be reserved  
**24 hours** in advance

- Ag Pond
- Horseshoe Area
- UC Grassy Area/Alumni Dr.
- Fountain Area

Grassy Area between the Stone Fort & Todd

Commuter Parking Lot

Other \_\_\_\_\_

Must be reserved  
**48 hours** in advance

Area, between Vista Dr., Alumni Drive and North Street. N E S W

**AMPLIFIED SOUND IS NOT ALLOWED IN THE AREA BETWEEN THE LIBRARY AND UC/ STUDENT CENTER, MONDAY THRU FRIDAY BETWEEN 8 A.M AND 9 P.M. OR WHEN ANY EDUCATIONAL PROGRAM IS IN SESSION.**

Description of event, include vehicles and equipment being used (if needed, use back of form).

**FYI:** To reserve equipment from the university, contact the physical plant at 468-5107. You will be charged for staff to deliver and retrieve the equipment. You must have a university account (SORF) to use their services. *Grounds approval should be obtained first.*

### SA Approval

Student Activities is aware of this event and has given permission to the person providing the information to use the area requested.

- Approved
- Not Approved

Director of Student Activities

Date: \_\_\_\_\_

Student Activities equipment request:  
 (Circle appropriate number)

Table 1 2 Chair 1 2

Will amplified sound be used?

Yes  No

Will you be selling anything?

Yes  No

What? \_\_\_\_\_

Will electricity be needed?

Yes  No

Will you be giving anything away?

Yes  No

What? \_\_\_\_\_

**By signing below, I acknowledge the information provided above is true and correct.**

Student or Primary Contact Signature \_\_\_\_\_

Date \_\_\_\_\_

**Form based upon  
 SFA Policies B-1 and D-23**