Persons not affiliated with the University are free to express their views by sign or exhibit in areas designated for that purpose. These postings and exhibits are subject only to rules necessary to preserve the equal rights of others and the functions of the University. Teaching, research, and other official functions of the University shall have priority.

Requests to reserve campus grounds for an assembly and/or demonstration must be made in writing using a Grounds Reservation Form. This form is available in the Office of Student Engagement and on their website. The completed form must be submitted to the Student Engagement office and approval must be received at least forty-eight (48) hours in advance of the activity. This advance notice allows the University the opportunity to avoid the problem of simultaneous and/or competing assemblies or demonstrations and to arrange for adequate security. The Grounds Reservation Form requires the applicant to provide his/her name, address, and phone number. The application must be signed and dated by the applicant.

**Must be completed 48 hours in advance for approval.**

| EVENT NAME         |  
|-------------------|---
| Please list event as it is advertised |  

| SPONSORING ORGANIZATION/INDIVIDUAL |  
|-----------------------------------|---

| EVENT DATE(S) |  
|---------------|---
| Cannot exceed 5 business days |  

| EVENT STARTING TIME | EVENT ENDING TIME |  
|---------------------|-------------------|---

| CONTACT NAME |  
|--------------|---

| PHONE NUMBER | EMAIL |  
|--------------|-------|---

| CONTACT ADDRESS |  
|-----------------|---
| (include City, Zip) |  

**Please complete the following section for approval.**

| EVENT DESCRIPTION |  
|-------------------|---

| EVENT LOCATION |  
|----------------|---

- Between Vista Drive, Alumni Drive & North St.
- North Side of BPSC Plaza, between Rusk & BPSC
- Other: ____________________________________

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

______________________________________________
Contact Signature

______________________________________________
Date

**OFFICE USE ONLY**

Student Affairs is aware of this event and has given permission to the person providing the information to use the area requested. (For more information see University policies at sfasu.edu/policies)

☐ APPROVED  ☐ SOUND  ☐ NOT APPROVED

Dean of Student Affairs or Designee: ____________________________ Date: ______________

SFA General Counsel: ____________________________ Date: ______________

Vice President, University Affairs: ____________________________ Date: ______________

Form must be turned into the Office of Student Engagement (BPSC 3.301) for approval.
Grounds Reservation Form

Non-Student, Non-Faculty/Staff

For questions or more information contact the Office of Student Engagement at (936) 468-3703.