



Stephen F. Austin State University Student Activities

Baker Pattillo Student Center Room 3.301
PO Box 13029 SFA Station Nacogdoches, TX 75962

Grounds Reservation Form

Students, Faculty and Staff

Please Print (the "event" may be a sign-up table for another event)

Sponsoring Organization(s) Or Department(s)

Must be reserved
48 hours in
advance
for
Assembly or
Demonstrations

Event Name

Event Location

Event Date

Event Time

Student Leader's Name

Cell Phone #

Email Address

Faculty or Staff Advisor's Name

Phone #

Email Address

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

Sidewalk Chalking

Only permitted on sidewalks from in front of the SFA bookstore to the parking garage, on the north end of the Student Center plaza on the cul-de-sac only, on the Alumni Drive side of the Student Center on next to street only and sidewalk parallel to east cafeteria.

- Bookstore /Garage
- BPSC Cul-de-sac
- Alumni Drive
- East Cafeteria

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 or Designee

Date: _____

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 or SORF to use their services. *Grounds approval should be obtained first.*

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**