



Grounds Reservation Form

Students, Faculty and Staff

Must be completed 48 hours in advance for approval.

SPONSORING ORGANIZATION(S) or DEPARTMENT(S)	
EVENT NAME <i>Please list event as it is advertised</i>	
EVENT LOCATION <i>(i.e. BPSC Plaza, Fountain Area, etc)</i>	
EVENT DATE <i>Cannot exceed 5 business days</i>	
EVENT TIME <i>(i.e. 11:00 a.m.-1:00 p.m.)</i>	

***Student Organization events, tabling and activities MUST BE SUBMITTED ONLINE through AXES.**

Please complete the following section for approval.

STUDENT LEADER	
EMAIL:	PHONE NUMBER:
FACULTY/STAFF ADVISOR	
EMAIL:	PHONE NUMBER:

Please complete the following section for approval.

EVENT DESCRIPTION	
EVENT DETAILS <i>Please answer the following questions, list any additional information on Event Description portion of this form.</i>	Will you be giving anything away? <input type="checkbox"/> Yes <input type="checkbox"/> No What? _____ Will you be Selling anything? <input type="checkbox"/> Yes <input type="checkbox"/> No What? _____ Will amplified sound be used? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you be grilling/cooking? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, complete a grilling permit & review food guidelines</i> <i>*Must be approved by Office of Student Engagement 24 hrs in advance.</i>
SIDEWALK CHALKING <i>Only permitted on listed sidewalks.</i> <i>(Chalking in unapproved locations may result in loss of future grounds approvals).</i>	<input type="checkbox"/> Bookstore/Garage <input type="checkbox"/> BPSC Cul-De-Sac <input type="checkbox"/> Alumni Drive <input type="checkbox"/> East College Cafeteria <i>(Only permitted on sidewalks from in front of the SFA bookstore to the parking garage, on the north end of BPSC plaza on the cul-de-sac only, on the Alumni Drive side of the BPSC on sidewalk next to street only and sidewalk parallel to East College Cafeteria).</i>

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

Student or Primary 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 APPROVED (w/ Changes) NOT APPROVED

Dean of Student Affairs or Designee _____
Date

Form must be turned into the Office of Student Engagement (BPSC 3.301) for approval.
For questions or more information contact the Office of Student Engagement at (936) 468- 3703.