# Grounds Reservation Form

**Students, Faculty and Staff**

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

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

*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**  
*Please answer the following questions, list any additional information on Event Description portion of this form.*

| Will you be giving anything away?  
What?  
☐ Yes  
☐ No |
| Will you be Selling anything?  
What?  
☐ Yes  
☐ No |
| Will amplified sound be used?  
☐ Yes  
☐ No |
| Will you be grilling/cooking?  
☐ Yes  
☐ No |

*If yes, complete a grilling permit & review food guidelines. Must be approved by Office of Student Engagement 24 hrs in advance.*

**SIDEWALK CHALKING**  
*Only permitted on listed sidewalks.*

| ☐ Bookstore/Garage  
☐ BPSC Cul-De-Sac  
☐ Alumni Drive  
☐ East College Cafeteria |

*(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.)*

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.