# Grounds Reservation Form

**Students, Faculty and Staff**

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

## Sponsoring Organization(s) or Department(s)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</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.
- Yard signs are permitted for departments only. Please list locations in “Description” section of this form.

## Student Leader

**Email:**

**Phone Number:**

## Faculty/Staff Advisor

**Email:**

**Phone Number:**

## Event Description

*Please include vehicles and equipment being used. If grilling, must complete grilling form within 24 hrs.*

## Event Details

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

- Will you be giving anything away? □ Yes □ No
  - What? _______________________
- Will you be selling anything? □ Yes □ No
  - What? _______________________
- Request Amplified Sound? □ Yes □ No
  *Must be approved by Office of Student Engagement 24 hrs in advance.

## Sidewalk Chalking

*Only permitted on listed sidewalks.*

(Chalking in unapproved locations may result in loss of future grounds approvals).

- □ 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
- □ SOUND

________________________________________

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.*