**Student Affairs Reservations**

**Open Air Forum Permit**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CONTACT Information | | | | | | | | | |
| Name | | | | | Organization | | | | |
| Address | | | | City | | State | | | Zip |
| Cell # | Work # | | E-mail Address | | | | | | |
|  | | | | | | | | | |
| Event Information | | | | | | | | | |
| Event Title | | | | | | | Number of Participants | | |
| Event Date(s) | | Start Time | | | | | | End Time | |
| Description of Event | | | | | | | | | |
| Please indicate which location: Mell Street Open Air Forum Thach/Donahue Open Air Forum | | | | | | | | | |
| REQUIREMENTS AND RESTRICTIONS | | | | | | | | | |
| * This form must be submitted at least 5 business days prior to the date of the event to Student Affairs Reservations in the Auburn Student Center, Suite 1301 * The Open Air Forum area may only be used during the following times:   Monday – Friday 8 a.m. – 4:30 p.m.  Saturday – Sunday 11 a.m. – 4:30 p.m. excluding game days   * The Open Air Forum may only be used in 3-hour blocks of time, 3 days per week. * Organizations/individuals listed on this request must abide by all applicable University policies and procedures, including the policy on campus advertisement and distribution and the policy on campus speech and demonstrations. Organizations/individuals listed on this request must also abide by all federal, state, and local laws. * The use of sound equipment is prohibited in the Open Air Forum. * Organizations/individuals listed on this request must remove all debris, banners, posters, signs, announcements, etc. immediately following the conclusion of the event. * Organizations/individuals listed on this request are financially responsible for any damages to University property or equipment as a result of this event. * Once signed by Student Affairs Reservations, a copy of this form must remain with the responsible party during the event. | | | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SIGNATURES | | | | | | | |
| Applicant Signature |  | | Date |  |  | |  |
| Student Affairs Reservations Signature | |  | Date | | |  | |