



**Student Center Reservations  
Open Air Forum Permit**

CONTACT INFORMATION			
Name		Organization	
Address		City	State
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
<ul style="list-style-type: none"> <li>• This form must be submitted at least 5 business days prior to the date of the event to Student Center Reservations in the Harold D. Melton Student Center, Room 1301.</li> <li>• 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</li> <li>• The Open Air Forum may only be used in 3-hour blocks of time, 3 days per week.</li> <li>• 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.</li> <li>• The use of sound equipment is prohibited in the Open Air Forum.</li> <li>• Organizations/individuals listed on this request must remove all debris, banners, posters, signs, announcements, etc. immediately following the conclusion of the event.</li> <li>• Organizations/individuals listed on this request are financially responsible for any damages to University property or equipment as a result of this event.</li> <li>• Once signed by Student Center Reservations, a copy of this form must remain with the responsible party during the event.</li> </ul>

SIGNATURES	
Applicant Signature	Date
Student Center Reservations Signature	Date