Office of Student Affairs
Event Registration Form

Location Requested
(This form must be submitted at least 3 working days prior to start of activity. Student Affairs reserves the right to assign final location(s) for events.)

☐ Student Amphitheatre  ☐ Quad (Library)

☐ Other (please specify) ______________________________________________

Audience: (If a series, please complete a separate form for each date.)

Name of Organization: __________________________________________________________

Name and Nature of Activity: ___________________________ Estimated Attendance: _______

Date of Event: _____________________ Time: from __________am/pm to ___________am/pm **

**Note: Maximum event time is 4 hours unless extension is requested and approved by the Office of Student Affairs.

Give a description of activity, be as specific as possible:

By signing below, responsibility for compliance with University regulations is understood.

__________________________                          ______________________________
Print name of Organization Representative                             Signature of Organization Representative

Phone Number & E-mail address

Please submit completed form to Student Affairs.

For policy details, please see AP-AA-31.2, Demonstration, Mass Protest, Distribution of Literature and Freedom of Expression