



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)

For Office Use only
Event Approved
Yes No
Date Received

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