



UNIVERSITY OF NORTH TEXAS™
DEAN OF STUDENTS

For Office Use Only:

Date Received	Time Received

REQUEST TO RESERVE DESIGNATED AREAS AND/OR USE OF AMPLIFIED SOUND FOR EXPRESSIVE ACTIVITIES

INSTRUCTION: COMPLETED FORMS MUST BE RETURNED TO THE DEAN OF STUDENTS (UNIVERSITY UNION 319) AT LEAST EIGHT (8) WORKING DAYS IN ADVANCE OF THE PLANNED EXPRESSIVE ACTIVITY.

 Name of student or sponsoring organization

 Student ID Number

 Contact Person for sponsoring organization (if different from above)

 E-mail address

 Telephone number

 Name of faculty advisor (optional)

 E-mail address of faculty advisor (optional)

PURPOSE OF THIS RESERVATION REQUEST (Check all that apply):

- Register a parade, march, or rally
 Reserve space for expressive activity
 Reserve space for expressive activity involving sponsored guest
 Use of amplified sound during expressive activity

INFORMATION REGARDING EXPRESSIVE ACTIVITY:

_____ Date of activity	_____ Time (from/until)	_____ Designated area requested	_____ Estimated number of attendees
_____ Alternate date	_____ Time (from/until)	_____ Alternate designated area requested	

USE OF DISPLAYS, EXHIBITS, OR SIGNS:

Provide the dimensions of the display, exhibit, or sign: _____

Will the display, exhibit, or sign be secured or staked to campus grounds? Yes No

INFORMATION REGARDING SPONSORED GUESTS:

 Name of sponsored guest

 Mailing address of sponsored guest

PARADES, MARCHES, OR RALLIES:

Provide a detailed description of the route of parade, march, or rally and/or attach a map (Use an additional page if necessary):

I acknowledge that I have been advised to read the Free Speech and Public Assembly on Campus Grounds Policy (UNT Policy 18.4.8) and related procedures

 Print Name

 Signature

For Office Use Only:			<input type="checkbox"/> Request/Route Granted	<input type="checkbox"/> Request/Route Denied
Location Reserved	Date of Activity	Time of Activity	_____	
			Dean of Students	Date

Reason for Denial of Request:

A request to reserve the requested areas has already been submitted and approved.

The requested area is not suitable for the requested use due to a conflict with an official university function that is already scheduled in close proximity.

The proposed route of a march, parade, or rally will cross space that has been reserved for an official university function or space that has otherwise been reserved in accordance with the Free Speech Policy or the proposed route will substantially interrupt the safe and orderly movement of traffic or create a safety hazard.

The request exceeds more than the 15 days reserved in a semester by the requestor or is more than 5 consecutive days limited by the Free Speech Policy.

The request was submitted by an individual or organization that is not permitted to reserve designated areas.

The reservation or registration form is not complete.