



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 (Stovall Hall 150) 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):

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

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 Granted	<input type="checkbox"/> Request 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 reservation or registration form is not complete.

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.