

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 (Union 409) AT LEAST EIGHT (8) WORKING DAYS IN ADVANCE OF THE PLANNED EXPRESSIVE ACTIVITY.

\_\_\_\_\_  
Name of student or sponsoring organization and Event Name

\_\_\_\_\_  
Enrolled Student ID Number or Employee

\_\_\_\_\_  
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: Noted on DOS Calendar

Request Granted

Request Denied

Location Reserved

Date of Activity

Time of Activity

\_\_\_\_\_  
Dean of Students

\_\_\_\_\_  
Date

**Reason for Denial of Request:**

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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.