

# EAST GEORGIA STATE COLLEGE

## GROUNDS RESERVATION FORM

Approved by Cabinet 3-24-15

This form is a request only and not a confirmation of space. The Events Planner will notify you of the reservation decision. A form must be completed for EACH event.

\*See EGSC Policy on Free Speech at

[http://www.ega.edu/offices/presidents\\_office/policies\\_and\\_procedures\\_of\\_the\\_college](http://www.ega.edu/offices/presidents_office/policies_and_procedures_of_the_college)

Please print

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_

Sponsoring Organization Name / College Affiliated Group Yes \_\_\_\_\_ No \_\_\_\_\_

Start Time \_\_\_\_\_

End Time \_\_\_\_\_

Description of event, include equipment and personnel  
\_\_\_\_\_  
\_\_\_\_\_

Expected Number of Attendees: \_\_\_\_\_

**For College Affiliated Events only:**

Public Area Requested \_\_\_\_\_

Event Contact/Speaker \_\_\_\_\_

Phone Number \_\_\_\_\_

Address (City/State/Zip) \_\_\_\_\_

E-mail \_\_\_\_\_

Student Organization and Advisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Other information:** Will amplified sound be used? \_\_\_ yes \_\_\_ no

Will you be using electricity? \_\_\_ yes \_\_\_ no

Will you be distributing materials? \_\_\_ yes \_\_\_ no (IF YES, PLEASE ATTACH)

By signing below I acknowledge that the above information is true and correct.

\_\_\_\_\_  
Primary Contact

\_\_\_\_\_  
Date

**RESERVATIONS MUST BE  
MADE 48 HOURS IN  
ADVANCE FOR NON  
COLLEGE AFFILIATED  
SPEAKERS USE OF FREE  
EXPRESSION AREAS**

Circle the area of the campus you wish to reserve:

**Swainsboro:**

- PE Building Front Entrance
- JAM Student Center-  
Campus Green Entrance  
Grassed Area

**Statesboro:**

Grassed Area Between  
Sidewalks/Faculty Entrance

**Events Planner Approval**

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

**Director of Student Life  
Approval**

\_\_\_ Approved

\_\_\_ Not approved

\_\_\_\_\_  
Signature Date: \_\_\_\_\_

**Appeal Received by VPSSA**

Date: \_\_\_\_\_

Decision: \_\_\_\_\_