EAST GEORGIA STATE COLLEGE

GROUNDS RESERVATION FORM

This form is a request only. This is not a confirmation of space.

Adopted by President’s Cabinet 10-30-12

Please print

Event Name       Event Date

Sponsoring Organization

Start Time       End Time

Description of event, include equipment and personnel

AMPLIFIED SOUND IS NOT ALLOWED MONDAY THROUGH THURSDAY 8AM – 9PM
OR WHEN ANY EDUCATIONAL PROGRAM IS IN SESSION

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

Circle the area of the campus you wish to reserve:

Swainsboro:
PE Building/ Front Entrance/Grass
Student Center/Campus Green Entrance/Grassed Area

Statesboro:
Grassed Area Between Sidewalks/ Faculty Entrance

Other: __________________________
*These areas require special approval.

Facilities Office Approval

Facilities Coordinator
Date: ________

VPSA Approval

___ Approved
___ Not approved

VPSA
Date: _____

For an up-to-date copy, go to the policies and procedures page on the EGSC website