

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

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.

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 _____

Facilities Office Approval

Facilities Coordinator
Date: _____

VPSA Approval
___ Approved
___ Not approved

VPSA
Date: _____