

# PALM BEACH STATE COLLEGE

## Request by Students and Student Clubs and Organizations To Use Public Forum Areas and/or Distribute Materials

Name of Organization/Club/Student \_\_\_\_\_

Student I.D. Number and Name \_\_\_\_\_

Email Address \_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_

Requested Date/s of Activity \_\_\_\_\_

(Requests must be presented 2 business days prior to date of use of public forum and/or distribution)  
Requested location of Activity (please list order of preferred location on campus). See campus map links on College homepage. All locations are outside of the buildings.

<u>Belle Glade</u>	<u>Boca Raton</u>	<u>Lake Worth</u>	<u>Palm Beach Gardens</u>
CRB, North _____	BT, South _____	CF, North _____	BRSC, North _____
TEC, East _____	SA Ctr., North _____	MLK Plaza _____	AA, SW _____
	AD, West _____	Pruitt Plaza _____	LL, North _____

Requested times of activity: from \_\_\_\_\_ (a.m./p.m.) to \_\_\_\_\_ (a.m./p.m.)

Setup Requested (i.e., tables, chairs, electricity, audio) \_\_\_\_\_

Explain the nature of the activities: \_\_\_\_\_

\_\_\_\_\_

If literature is being distributed, please attach a copy to this request.

Is your organization being sponsored by a Palm Beach State College department, club or organization? \_\_\_\_\_yes \_\_\_\_\_no

If yes, state the department or club sponsoring your organization:

\_\_\_\_\_

I have read the *Use of Public Forums and/or Distribution of Materials Guidelines for Students and Student Clubs and Organizations*. The requestor agrees to abide by these guidelines and the Student Code of Conduct.

Requestor's Name \_\_\_\_\_

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

Approved \_\_\_\_\_

Student Club or Organization Advisor

Please return completed form to the Campus Student Activities Office (CSAO) on the appropriate campus. You will be notified when your request has been processed.

-----

Internal Use Only

Approved \_\_\_\_\_ Date \_\_\_\_\_ Disapproved \_\_\_\_\_

Campus Coordinator of Student Activities

Approved \_\_\_\_\_ Date \_\_\_\_\_ Disapproved \_\_\_\_\_

Campus Dean of Student Services