

# SPECIAL EVENT FORM

Any student organization or department wishing to request space on campus that is not information or solely solicitation (i.e.: exhibit, fun run, concert) must submit this form and schedule a meeting to discuss the event with Student Involvement.

Submit this form to the Student Involvement front desk on the 4<sup>th</sup> floor of the LBJ Student Center 4-2.1. Forms are due at least **ten (10) business days prior** to each requested date and no earlier than **one (1) month prior** to each requested date (weekends/university closures due to holidays excluded). Space is subject to availability. All forms, policies, and procedures are subject to change and found at <http://getinvolved.lbjsc.txstate.edu/Policy-and-Procedures/Campus-Access-Forms.html>.

**Please Print Legibly**

Organization/Department: \_\_\_\_\_

Coordinating Member (name, net ID, phone number): \_\_\_\_\_

Requested Dates: \_\_\_\_\_ Start and End Time: \_\_\_\_\_

Detailed description of event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Additional Information (check all that apply):**

\_\_\_\_\_ Food Sales: **attach food waiver** with list of trained food handlers  
(gas grills only allowed from 11am-1pm in designated locations)

\_\_\_\_\_ Beverage Sales: Coca-Cola products only if for resale

\_\_\_\_\_ Vendor Agreement (*Chartered Student Organizations/Departments only*)

\_\_\_\_\_ Other (explain) \_\_\_\_\_

\_\_\_\_\_ Amplified Sound: attach amplified sound form (only allowed in LBJSC Mall and Amphitheatre from 11am-1pm and 5pm-10pm)

**Select Location** (Number of spaces requested)

*\* One space utilizes one table & two chairs*

\_\_\_\_\_ Quad Space

\_\_\_\_\_ LBJSC Mall

\_\_\_\_\_ Bobcat Trail

**Initial each below stating you have read and understand the following:**

\_\_\_\_\_ Amplified sound is **NOT** allowed in the Quad, Bobcat Trail, or LBJSC Patio. Amplified sound is allowed only in the LBJ Student Center Mall, Amphitheater and Sewell Park between 11:00AM-1:00PM and 5:00PM-10:00PM upon approval.

\_\_\_\_\_ If equipment is needed, contact Materials Management at 512-245-2294 at least 3 business days prior to the scheduled date. Fees may apply.

\_\_\_\_\_ A confirmation email (permit) must be displayed at the table at all times in print or electronic form. Any table not having a confirmation email (permit) will be asked to leave. Confirmation emails will be sent to the department representatives or student organization president/coordinating member and advisor.

\_\_\_\_\_ A member of the student organization or department must be present at ALL times. Additionally, a sign indicating the name of the organization or department must be displayed at the table.

\_\_\_\_\_ Organizations/departments must adhere to parking policies set forth by parking services. For more information, contact Parking Services at 512-245-2887.

\_\_\_\_\_ The organization will restore area to its proper state including removing refuse left from its operation.

\_\_\_\_\_ All policies and procedures have been read and understood.

**All Signatures Required**

Organization President (print): \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ TXST Email: \_\_\_\_\_

Advisor or Department Representative (print): \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ TXST Email: \_\_\_\_\_

Student Involvement Designee Approval: \_\_\_\_\_ Date: \_\_\_\_\_

# SPECIAL EVENT FORM

## PROCEDURES AND REGULATIONS

### PROCEDURES

1. Complete this form in its entirety.
2. Schedule a meeting to discuss the event with an Assistant or Associate Director of Student Involvement.
3. This form along with other necessary forms should be returned to Student Involvement @ LBJSC at least ten (10) business days prior to each requested date and no earlier than one (1) month prior to each requested date (weekends/university closures due to holidays excluded). Incomplete forms will not be accepted and may delay the approval of your space request.
4. All reservations are on a first-come, first-serve basis.
5. A confirmation email (permit) including approved date(s) and location(s) will be sent to the department and/or student organization representative. The confirmation email (permit) must be available upon request.

### REGULATIONS

1. Registered student organizations are prohibited from co-sponsoring solicitation with non-university entities which includes the promotion of profit shares on campus.
2. Activities that are scheduled by a registered student, faculty, or staff organization on behalf of a charitable organization and that are conducted in accordance with non-discriminatory policies approved by Student Involvement @LBJSC and scheduled in accordance with the university's facilities use regulations is permissible.
3. No publicity items of any type may be chalked, taped, stickered, tacked, glued, or stapled to trees, fences, statues or to any brick, concrete or painted surface inside or outside of any university facility. This includes the columns at Alkek or utility poles.
4. Activities that mention lottery, raffle, door prize, or any references to a chance must meet with the Assistant or Associate Director of Student Involvement prior to reserving space on campus. Only charitable organizations may conduct a lottery or raffle. You can find more information at <https://www.oag.state.tx.us/consumer/raffle.shtml> or [UPPS 07.04.03](#)
5. The requested space is a 10 X 10 dimension and cannot be in fire lanes or block the entrance or exit to any building. Groups must remain in the immediate area of their assigned table.
6. Any give-away items free of charge, or for solicitation, must be in good taste and must not promote the use of alcohol, tobacco, or other drugs. Whenever possible, please support Texas State with your promotional materials.
7. Amplified sound is permitted in the mall area from 11:00am to 1:00pm.
8. Amplified sound is NOT permitted in the quad or Bobcat Trail areas.
9. Use of obscene or libelous language or materials is not allowed.
10. To distribute food, the student organization or department must have at least one (1) individual, at all times, at the table that has completed the Food Safety Training ([UPPS 04.05.15](#)) or has a Food Handling License on file with Student Involvement. The "Food Indemnification" and "Food Safety & Personal Hygiene" forms must be completed. Please note that only Coca-Cola products are allowed for resale. If the food is prepackaged and has not been modified since purchase from a reputable vendor a food handler's license is not necessary.
11. Any department/organization found in violation of policies may be asked to vacate its location, reservation will be cancelled, and may result in organization conduct procedures.
12. Further explanation of policies and procedures can be found on the solicitation website at <http://getinvolved.lbjsc.txstate.edu/Policy-and-Procedures/Campus-Access-Forms.html>.
13. University Policies and Procedures regarding solicitation can be found <http://www.txstate.edu/effective/upps/upps-07-04-03.html>.
14. University Policies and Procedures regarding information only flyers and/or booths can be found <http://www.txstate.edu/effective/upps/upps-07-04-02.html>.
15. University Policies and Procedures regarding the Campus Expression area can be found <http://www.txstate.edu/effective/upps/upps-07-04-05.html>.