Submit form to the Student Involvement front desk on the 4th floor of the LBJ Student Center 4-2.1 or fax it to 512-245-8245. Forms are due at least 10 business days before the requested date (weekends/university closures due to holidays excluded). All forms, policies, and procedures are subject to change and found at http://getinvolved.lbjsc.txstate.edu/Policy-and-Procedures/Solicitation.html.

Organization/Department: ____________________________ Abbreviation: ____________________________

Event Title: ____________________________ Location: ____________________________

Requested Dates: ____________________________ Start and End Time: ____________________________

Detailed description of event (including type of amplified sound e.g. band, DJ, etc.):

______________________________________________________________

Primary Person Responsible (must be physically present with cell phone during event)
Name: ____________________________ Title: ____________________________ Cell phone used during event: (____) _______ - ________

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

  _____ Major disruption and/or unaddressed complaints may cause early termination of the event.
  _____ Additional regulations for sale of goods/services, alcohol consumption, providing food, posting flyers/advertisements, reservation of site/facilities, use of vendors, etc., will also apply.
  _____ The University President or designee may grant exceptions to these provisions.
  _____ Amplified sound will only be allowed in the Mall area and LBJ Student Center Amphitheatre from 11:00 a.m. to 1:00 p.m. and 5:00 p.m. to 10:00 p.m. Amplified sound, including radios and loud music, may be allowed in Sewell Park from 8:00 a.m. to 10:00 p.m.

Organization President (print): ____________________________ Phone: __________ Date: _________
Signature: ____________________________ TXST Email: ____________________________

Coordinating Organization Member (print): ____________________________ Phone: __________ Date: _________
Signature: ____________________________ TXST Email: ____________________________

Advisor or Department Representative (print): ____________________________ Phone: __________ Date: _________
Signature: ____________________________ TXST Email: ____________________________

Associate Director Approval: ____________________________ Date: _________

Distribution (For office use only):

  _____ Dean of Students  _____ University Police  _____ San Marcos Police  _____ Sewell Park/Jowers
  _____ Director of Community Relations  _____ Student Involvement Associate Director
  _____ Requesters (president, coordinating organization member, staff/faculty advisor)

Student Involvement @ LBJSC
(formerly Campus Activities and Student Organizations)
LBJSC 4-2.1
512-245-3219
getinvolved@txstate.edu
getinvolved.lbjsc.txstate.edu
OUTDOOR EVENTS WITH AMPLIFIED SOUND REQUEST

Policies and Procedures

Amplified Sound Requests must be submitted 10 days prior to the date of the event.

Amplified sound will only be allowed in the Mall area and LBJ Student Center amphitheater from 11:00 a.m. to 1:00 p.m. and 5:00 p.m. to 10:00 p.m. Amplified sound may be allowed in Sewell Park from 8:00 a.m. to 10:00 p.m.

Further explanation of policies and procedures can be found on the solicitation website at http://getinvolved.lbjsc.txstate.edu/Policy-and-Procedures/Solicitation.html.

University Policies and Procedures regarding solicitation can be found http://www.txstate.edu/effective/upps/upps-07-04-03.html.

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.

University Policies and Procedures regarding speech and assembly can be found http://www.txstate.edu/effective/upps/upps-07-04-05.html.

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