

INFORMATION SPACE REQUEST FORM

Any student organization or department wishing to request space on campus in order to provide information or recruit for membership must fill out this form. Please use the Solicitation Request form if selling, fundraising, or co-sponsoring.

Submit this form to the Student Involvement front desk on the 4th 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):

- _____ Providing Information, literature, or recruiting members
- _____ Providing non-food free giveaways (explain) _____
- _____ Providing free prepackaged food (explain) _____
- _____ 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 or Bobcat Trail. Amplified sound is allowed only in the LBJ Student Center Mall, Amphitheater and Sewell Park between 11AM-1PM 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 sponsoring 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: _____

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PROCEDURES AND REGULATIONS

PROCEDURES

1. Complete this form in its entirety.
2. 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.
3. All reservations are on a first-come, first-serve basis.
4. A confirmation email (permit) including approve 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. Permissible distribution of literature must be conducted in a manner that will not:
 - a. Interfere with the academic or other institutional programs that are being carried on in campus facilities;
 - b. Interfere with the free and unimpeded flow of traffic and at places of ingress and egress to and from campus buildings;
 - c. Use obscene or libelous language, images, or materials;
 - d. Harass or intimidate individuals;
 - e. Promote the violation of local, state, or federal law or published university policy or Regents' Rules;
 - f. Constitute disorderly conduct, disrupt classroom discussion, impede maintenance of public order or constitute danger to the person distributing or receiving literature;
 - g. Litter or deface the campus grounds, such as chalking, graffiti, flyers in unapproved locations, etc.
 - h. Place literature on vehicles; or
 - i. Share a commercial message
2. All activities related to on-campus recruiting, including posting, distribution of literature, and tabling for employment opportunities are managed through Career Services. Career Services can assist an organization to devise the best outreach strategy to help meet recruiting goals while also maintaining compliance with university policies and Career Services recruiting guidelines.
3. Registered student organizations are prohibited from co-sponsoring solicitation with non-university entities which includes the promotion of profit shares on campus.
4. 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.
5. 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>
6. 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.
7. Any give-away items free of charge 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.
8. Amplified sound is permitted in the mall area from 11:00am to 1:00pm and 5:00pm to 10:00 pm with approval.
9. Amplified sound is NOT permitted in the quad or Bobcat Trail areas.
10. Distribution of food or beverages must be approved and a Waiver form must be completed. Note that only Coca-Cola products are allowed.
11. 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. If the food is prepackaged and has not been modified since purchase from a reputable vendor a food handler's license is not necessary.
12. Any registered student organization or university department failing to comply with the provision of this policy may be prohibited from further distribution of literature.
13. 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>.
14. University Policies and Procedures regarding solicitation can be found <http://www.txstate.edu/effective/upps/upps-07-04-03.html>.
15. 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>.
16. University Policies and Procedures regarding the Campus Expression area can be found <http://www.txstate.edu/effective/upps/upps-07-04-05.html>

Student Involvement @ LBJSC

LBJSC 4-2.1

512-245-3219

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getinvolved.lbjsc.txstate.edu

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