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 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):

_____ 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, Bobcat Trail on Tues and Thurs from
   11am-1pm and Jones Dining Hall Green Space on Wed from 11am-1pm)

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                  Date: __________    Phone: __________
President (print):          TXST: __________    Email: __________
____________________________
Signature: __________
Student Involvement Designee Approval: __________ Date: __________

Student Involvement @ LBJSC
LBJSC 4-21
512-245-3219
getinvolved@txstate.edu
getinvolved.lbjsc.txstate.edu
Revised 7/10/2017

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 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. 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 LBJ Mall area from 11:00am to 1:00pm and 5:00pm-10:00pm, Bobcat Trail on Tues and Thurs from 11:00am-1pm and Jones Dining Hall Green Space on Wed from 11:00am-1:00pm.
8. Use of obscene or libelous language or materials is not allowed.
9. 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” form 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. If food is
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.


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.