

College/Community Relations

RESERVATION FOR USE OF COLLEGE GROUNDS

Owner – President

Contact – Executive Director of Marketing and Communications

Advance reservations by individuals or groups not affiliated with the college who wish to engage in Expressive Activities *are required only* under the following circumstances:

- When Expressive Activities occur outside of 8 a.m. to 5 p.m. Monday – Friday;
- When the individual or group engaging in the Expressive Activities anticipates that fifteen (15) or more individuals will join in the Expressive Activities.
- When Expressive Activities may require increased use of campus resources or present an increased risk of disruption to the campus. Examples of such situations would include, but not be limited to, the erection of temporary displays, use of free-standing signage, tents, booths or tables, the use of seating, or other uses that present a heightened security risk.

Expressive Activities by individuals or groups fewer than 15 not affiliated with the college from 8 a.m. to 5 p.m. Monday through Friday do not require advance reservation.

For any of the circumstances listed above, individuals or groups not affiliated with the college should complete a Reservation for Use of Campus Grounds at least 24 hours prior to the Expressive Activities.

Members of the college community are not required to seek advance reservations and may spontaneously and contemporaneously assemble.

Date _____ Name of organization _____

Contact information (Name and Phone Number or Email):

Anticipated number of participants _____

Any known need for additional security or other campus resources? If so, please explain:

Description of activity _____

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By signing this form, I hereby acknowledge that I have read Regulation 1330-Expressive Activities and understand that I understand the requirements set forth in said regulation.

Signature_____

Completed forms should be returned to Student Services in the Hopkins Student Services Center on the Sedalia campus.

* * * * * Below this line to be completed by office staff only * * * * *

Date received_____ Received by_____

Last updated 11/5/15