



Request for use of Outdoor Areas for Expressive Activities

A university is inherently a marketplace of ideas, and Penn State encourages and protects the rights of members of the University community to express divergent viewpoints and opinions on matters of concern. At the same time, the University encourages persons engaging in expressive activity to demonstrate civility, concern for the safety of persons and property, and respect for University activities and for those who may disagree with their message. All persons engaging in expressive activity on University property must comply with University policies. (Excerpt from Penn State University Policy AD-51 - <https://policy.psu.edu/policies/ad51>). Please send completed forms to the Division of Student Affairs, Olmsted E-128, mail to: 777 West Harrisburg Pike, Middletown, PA 17057, or scan & email to hbgstudentaffairs@psu.edu

Applicant Information

Organization Name:

Name of Organization Contact Person:

Address of Sponsoring Organization:

Telephone/Cell of Contact Person:

Email:

Purpose of This Reservation Request (Check all that apply):

- Reserve Space for Expressive Activity Reserve Space for Distributing Information

Please Explain Topic to be Expressed/Distributed:

Information Regarding Expressive Activity:

Date of Activity

Requested Time (from/until)

Estimated Number of Attendees

Alternate Date

Alternate Time (from/until)

Requirements of Use:

1. Use of sound amplification equipment is generally prohibited between 8a.m. and 5p.m.
2. Pedestrian or vehicular traffic must not be impeded in any fashion.
3. Disturbance of or interference with classrooms, offices, study facilities, libraries, or other University facilities and activities is prohibited.

4. Creation of safety hazards is prohibited.
5. Damage or destruction of property is prohibited. Should damages, destruction or clean up charges/cost occur the organization, department or individual who reserved the space will be responsible for any and all charges.
6. Flashing or rotating lights and illuminated signs may not be used.
7. Signs, placards, posters, banners, photographs and the like shall not be affixed in any manner to University grounds and property, including but not limited to buildings, poles, gates, fences, trees or other vegetation. All such materials must be removed at the conclusion of each day's use of the designated area. Any signage cannot obstruct the flow of traffic.
8. Papers, pamphlets, and similar material must be distributed in person by sponsoring organization
9. Placing or erecting structures of any size or material is prohibited. These structures will be removed and the sponsoring organization, department, individual will be responsible for any and all charges.
10. Tables must be staffed by the sponsoring organization and or group and may be used only in those areas designated for expressive activity. The use of tables must be stipulated at the time of reservation. The name of the sponsoring organization or group must be displayed at the table.

Additional Comments:

Signature

Date

Approval

Approved

Approved

Location:

Date:

Senior Director, Student Services Signature

Date

Status of Request: Accepted Declined