

Georgia Gwinnett College Forum Reservation Request Form

Individuals who wish to or are required to submit a Forum Reservation Request Form in accordance with Georgia Gwinnett College's Freedom of Expression Policy must complete this Form and submit the completed Form to Georgia Gwinnett College's Office of Student Integrity in the Division of Academic and Student Affairs. Please provide all requested information on this form, as a reservation may be denied if the form is not fully completed. A Student Affairs official will respond to all requests as soon as practicable, but in no event more than one college business day following receipt of the request, either authorizing the reservation and noting any special instructions, if applicable, or setting forth the reason for denial of the reservation.

TODAY'S DATE: _____
NAME OF INDIVIDUAL OR ORGANIZATION REQUESTING RESERVATION: _____
ADDRESS OF INDIVIDUAL OR ORGANIZATION: _____
CONTACT NUMBER OF INDIVIDUAL OR ORGANIZATION: _____
EMAIL ADDRESS FOR INDIVIDUAL OR ORGANIZATION: _____

DETAILS FOR FORUM RESERVATION REQUEST:

| <u>Requested Date and Start and End Time</u> | <u>Requested Location</u> <u>(Public Forum or Other Location)</u> |
|--|--|
| (1) _____ | _____ |
| (2) _____ | _____ |
| (3) _____ | _____ |

ANTICIPATED NUMBER OF ATTENDEES/ORGANIZATIONAL PARTICIPANTS: _____

DESCRIPTION OF THE EVENT (attach additional pages if necessary):

Pursuant to Georgia Gwinnett College's Freedom of Expression Policy, any written materials that will be distributed in connection with the reservation must be attached to this Form. Any food or drink at the event must be approved by Auxiliary Services.

I HAVE READ AND AGREE THAT THE EVENT WILL COMPLY WITH THE REQUIREMENTS OUTLINED HEREIN AND AS OUTLINED IN THE GEORGIA GWINNETT COLLEGE FREEDOM OF EXPRESSION POLICY.

(SIGNATURE OF PERSON COMPLETING FORM)

(PRINTED NAME OF PERSON COMPLETING FORM)

For use by Student Affairs:

Free Speech Request ____ Confirmed ____ Declined
If confirmed by College, date, time, and location of reservation: _____

If declined, reason for decline: _____

Date of Action by Student Affairs Official: _____
Signature of Student Affairs Official: _____
Printed Name of Student Affairs Official: _____