



For Hub use Only:	
Date Received	_____
Received by:	_____
DATE APPROVED:	_____

**RESERVATION REQUEST FORM for
SPEECH, EXPRESSION, ASSEMBLY by NON-AFFILIATED INDIVIDUALS & GROUPS**

The freedom to engage in free speech is protected by federal law, state law and University policy. Clemson University enforces its right to place reasonable restrictions on the time, place and manner that Free Speech or Expressive Activities or Events shall occur on its Facilities, including but not limited to those set forth in section 3.4 of Clemson University's Facility Use Policy.

This is a registration form for the use of reserving designated space on campus by non-affiliated individuals as provided in [Clemson University's Facility Use Policy](#) sections 3.0 - 3.4. This form must be completed and returned to the Campus Activities & Events Guest Services desk, 2nd floor, Hendrix Student Center or to reserve@clemson.edu at least 72 hours prior to the requested date(s) of use. Approval will be granted on a space available basis. The University reserves the right to give priority to University Departments, recognized student organizations, students, faculty and staff. While on-site, a copy of the approved request form and/or confirmation email must be available for inspection upon request by University officials.

Frequency: In order to allow for access to these areas by others, non-affiliated individuals or groups will be permitted to request space for the purposes of speech, expression or assembly for up to five (5) days (consecutive or non-consecutive) per request. An additional request may be submitted on or after the last day of the previous confirmed reservation.

CONTACT INFORMATION

REGISTRANT NAME _____

ORGANIZATION AFFILIATION _____

PHONE NUMBER _____

EMAIL ADDRESS _____

ADDRESS _____

CTIY, STATE, ZIP CODE _____

Reservation Request Details

1	DATE: _____	START TIME: _____ AM / PM	END TIME: _____ AM / PM	LOCATION: _____
2	DATE: _____	START TIME: _____ AM / PM	END TIME: _____ AM / PM	LOCATION: _____
3	DATE: _____	START TIME: _____ AM / PM	END TIME: _____ AM / PM	LOCATION: _____
4	DATE: _____	START TIME: _____ AM / PM	END TIME: _____ AM / PM	LOCATION: _____
5	DATE: _____	START TIME: _____ AM / PM	END TIME: _____ AM / PM	LOCATION: _____

POSSIBLE LOCATIONS

COX PLAZA @ Edgar Brown Union

LAWN PLAZA @ Hendrix Student Center

NATURE OF ACTIVITY

_____ DISTRIBUTION OF LITERATURE

PUBLIC SPEAKING

Nothing in this policy is intended to infringe upon any legal rights regarding freedom of speech. Application of the policy shall not be arbitrary or capricious and shall not be based upon the content of the proposed speech and nothing in this policy shall be interpreted in such a way as to discriminate on the basis of political, religious, social or other content.

By signing below I certify that I have reviewed, understand and agree to comply with the guidelines set forth in this document as well as the Clemson University Facility Use Policy.

Registrant Signature

Date