



Student Application – Facility Reservation Request Form

This application is intended for use by students who seek the use of College facilities for public assembly and free speech activities/events for which Services are reasonably foreseeable, necessary or requested as defined in the Policy on Student Rights & Assembly Procedures.

Name of Applicant: _____ Student ID 700 _____

Address: _____

Telephone: (____) _____ - _____ Fax Number: _____

E-mail: _____

Name of student and/or Student Organization(s):

Name and contact if different from name of applicant above: _____

Date requested: _____

Time requested: from _____ until _____.

Campus Location requested:

Anticipated Number of Attendees: _____

I, the applicant, have read the foregoing Policy on Student Rights & Assembly Procedures and agree with the terms of use as set forth therein.

I, the applicant, acknowledge that I am applying to use a college public forum for free speech purposes, that I will use the approved location for speech purposes, and that I will not use the forum for any other noncommercial use that requires a revocable permit in accordance with the SUNY Policy of Noncommercial Use of College Facilities by Third Parties and/or commercial purposes that are not allowed on/in College facilities. (https://www.suny.edu/sunypp/documents.cfm?doc_id=374)

Print Name: _____

Signature: _____ Date: _____

Old Westbury College administration use only:

Date received by the Center for Student Leadership and Involvement (CSLI): _____

Time received: _____

Manner received: _____

Returned to Applicant: (cross out if not applicable)

Date: _____

Reason: _____

Follow-up: _____

Approvals by Old Westbury College administration only:

Center for Student Leadership and Involvement (CSLI) approval:

Print Name: _____

Signature: _____

Date: _____

Office of Facilities Rentals approval:

Print Name: _____

Signature: _____

Date: _____

Assistant to the President for Administration/Designee:

Print Name: _____

Signature: _____

Date: _____

Vice President for Student Affairs/Designee:

Print Name: _____

Signature: _____

Date: _____

University Police Chief/Designee:

Print Name: _____

Signature: _____

Date: _____