



Assembly Reservation Request

Event Name:	Campus Location Requested:		
Event Date:	Start Time:	End Time:	
Estimated Number of Participants:	Intended Size of Audience At Largest Point:		

Purpose and detailed description of the event:

Additionally, check any of the following that are applicable to your event:
 Amplified Sound* Display/Banner Present Table/Booth Present Written Materials**

*Amplified sound is only allowed in certain locations. Requestors must abide by any existing University policies/guidelines.

****If written materials will be distributed, provide a description of such written materials.**
(Note: A copy of the materials may be requested.)

Requestor Name(s):	Requestor Email:
Requestor Phone:	Requestor Address:

Information for individual(s) who will serve as the point of contact the day of the event and will be responsible for ensuring all participants involved follow the University's policies and guidelines, including the Freedom of Expression Policy. At least one of the below individuals must be present at the event at all times.

Name	Phone Number	Email	Address

I acknowledge that, pursuant to Section V.C. of the UGA Policy on Freedom of Expression and Assembly, the above described event must be conducted in compliance with applicable University of Georgia policies, federal, state, and local law. I also understand that directives, orders, and policies may be issued by federal, state, and local authorities in response to public health and safety concerns, including the ongoing COVID-19 pandemic. This could include directives issued by public health authorities, including the Georgia Department of Public Health, and policies adopted by the University System of Georgia. I agree that I will comply with such directives, orders, and policies and encourage others attending the event to comply as well, and I also understand that such directives, orders, and policies could necessitate the modification or cancellation of my event.