

**Application for Use of – Outdoor Space  
St. Cloud State University**

Organization Sponsoring Event: \_\_\_\_\_ Today's date: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Event title: \_\_\_\_\_ Anticipated attendance \_\_\_\_\_

Event date(s): \_\_\_\_\_ Event time: \_\_\_\_\_ to \_\_\_\_\_

The PUBLIC EXPRESSION AREA is available Monday-Friday between 8 a.m. and 5 p.m.

LOCATION (select one):

- The Mall between Atwood and the Performing Arts Center
- The Mall area west of Stewart Hall
- The Mall on the west side of the Administrative Services Building
- Plaza on the south side of the National Hockey Center
- Southwest plaza side of the Husky Stadium

Purpose of use of outdoor space area. Please be specific:

List of planned activities (e.g., speech, march, distribution of literature):

Equipment to be used:

Your signature: \_\_\_\_\_

*Your signature above indicates that you have read the policies & related documents to use of this space and agree to abide by them.*

Checked box indicates applicant refused to sign application.

Return this form to Conference and Scheduling Office, Atwood Memorial Center Room 110, St. Cloud State University, 720 Fourth Avenue South, St. Cloud, MN 56301-4498

For questions, please call 320-308-2075

**Area below to be completed by Administration Staff only:**

**Approvals completed:**

Date \_\_\_\_\_

110 Staff signature \_\_\_\_\_

Public Safety: Call 308-3333 Name of person you spoke with \_\_\_\_\_ Date&Time \_\_\_\_\_

SLD Office: Call 308-3111 Name of person you spoke with \_\_\_\_\_ Date & Time \_\_\_\_\_

E:mail Miles Heckendorn @ [mjheckhendorn@stcloudstate.edu](mailto:mjheckhendorn@stcloudstate.edu) – notifying him that the free speech area on the mall is being used. Include date/time and location. \_\_\_\_\_ (date/time/initials)

CC Bob Klackner [raklackner@stcloudstate.edu](mailto:raklackner@stcloudstate.edu) on this email

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