

PERMIT APPLICATION TO ERECT STRUCTURE ON CAMPUS BY UNIVERSITY COMMUNITY

Application Date:	_____	Anticipated Size:	_____
Applicant's Name:	_____	Proposed Location:	_____
Name of Organization:	_____	Type of Structure:	_____
Event (if applicable):	_____	Type of Material:	_____
		Anticipated Start Date:	_____
		Anticipated End Date:	_____

SIGNATURE BELOW ACKNOWLEDGES AN UNDERSTANDING OF THE FOLLOWING CONDITIONS UNDER WHICH A PERMIT MAY BE GRANTED:

1. Permit shall not exceed 30 calendar days and may be renewed for the same period, subject to reasonable compliance with the staffing requirement applicable to issuance of original permit. In no case shall a renewal period extend beyond the end of the academic semester (last day of classes).
2. A structure, except for lawn signs, billboards, banners, and other similar structures, shall be staffed during daytime school hours Monday—Friday. Daytime school hours shall be considered as 8:30 a.m. – 2:30 p.m., inclusive.
3. Proposed location shall not sustain unreasonable damages to landscaping (flowerbeds, shrubs, etc.).
4. Structure may not impede entry to any building nor interfere with normal pedestrian and vehicular traffic. Structure may not be used as sleeping area under any circumstances.
5. The structure must be assembled and secure in such a way to prevent unsafe conditions. It may not be tied to, or secured by any tree, shrub, fence, or building. No chairs, tables, or other University equipment may be used.
6. The University shall be held harmless for any assessed damages or liabilities caused by the structure itself or caused by libel or slander in the message it conveys.
7. It shall be necessary to reimburse the University for any damages that the structure may cause to the site upon which it is erected. The structure must be removed upon expiration of the permit.
8. Further standards and conditions are as contained on the permit/contract prepared and signed at the University Scheduling Office.

Signature: _____

Address: _____

Telephone: _____

Date: _____

