



## UNAFFILIATED PERSON(S) REGISTRATION FORM

Unaffiliated persons wishing to engage in public speaking or distribution of literature are required to reserve space by registering in advance by completing this form. Reservations are allocated on a space-available basis with priority given to affiliated persons. Please complete this form in its entirety no more than 4 weeks in advance and at least 7 days in advance of the desired date. Return completed forms to [reservationofficer@virginia.edu](mailto:reservationofficer@virginia.edu).

### SECTION 1: INDIVIDUAL AND GROUP INFORMATION

Today's Date: \_\_\_\_\_ Group Name: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Requestor Phone: \_\_\_\_\_ Requestor Email: \_\_\_\_\_

Requestor Mailing Address: \_\_\_\_\_

**SECTION 2: REQUESTED DATE & TIME.** Reservations are for two-hour blocks between 9 a.m. and 6 p.m., Monday through Friday. A specific individual or group may reserve up to one two-hour speaking block per week.

Requested Date: \_\_\_\_\_ Requested Time: \_\_\_\_\_

Have you previously requested space? No Yes Date of last request: \_\_\_\_\_

### SECTION 3: DETAILS

This reservation is for: Public Speaking and/or Distribution of Literature

Description of Expressive Activity:

\_\_\_\_\_  
\_\_\_\_\_

Expected Attendance of Unaffiliated Persons: \_\_\_\_\_

How will attendance of unaffiliated persons be managed? (attendance check-in process, wristbands, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Please list all ways that the activity may be publicized? If via social media, please provide links to social media. If via print media, please provide copies of print media.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 4: REQUESTED SPACE.** Only **one** of the designated locations shall be available for reservation at a given time on a first-reserved basis. To view the locations on a map, see this PDF.

Designated locations that may be reserved by a group of up to <b>50</b> persons	Designated locations that may be reserved by a group of up to <b>25</b> persons
<p>Nameless Field</p> <p>The grassy field in front of Brown Residential College, facing Minor Hall</p> <p>Mad Bowl</p> <p>The grassy field between Shannon Residence Hall and Observatory Hill Dining Hall, facing Alderman Road</p> <p>The Park in the North Grounds area of the University</p> <p>McIntire Amphitheater</p>	<p>The triangular, grassy area on the west side of Brooks Hall</p> <p>Newcomb Plaza, the Plaza located between the University Bookstore and Newcomb Hall</p> <p>The grassy area on the north side of the Frank C. McCue III Center.</p>

**SECTION 5.** *I represent that the information contained in this registration form is true and accurate to the best of my knowledge. If there is any misrepresentation on this registration form, the University shall deny the request to use the designated location(s). I certify that I and each person in my group, if this reservation is for a group of unaffiliated persons, have read and agree to abide by all of the applicable University regulations and policies, including, but not limited to, PRM-017: Use of University Facilities or Property, and Limits on Direct Solicitation and Advertising.*

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_