



# APPLICATION FOR USE OF THE ACADEMIC QUAD BY UNSPONSORED/THIRD-PARTY ORGANIZATIONS

**NOTE: Applications must be submitted at least five (5) days in advance of requested date of use. Quad reservations will be reviewed on a first-come, first-served basis.**

Organization \_\_\_\_\_

Requester's First & Last Name (must also be the main contact person) \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Description of activity (use back of page if more space is required)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total number of people from the organization that will be present/participating \_\_\_\_\_

Date requested for use \_\_\_\_\_ Start & end time (max 2 hours) \_\_\_\_\_

Location in quad (see quad reservable space map) \_\_\_\_\_

**By signing this document, I agree to follow SUNY Oneonta's Outdoor Spaces by Third Party Policy, Freedom of Expression & Assembly Policy, Quad Use Procedure, and Posting & Advertising Policy, SUNY's Rules for the Maintenance of Public Order Policy, and all other applicable policies, procedures, and laws.** (Procedures and policies can be reviewed at [suny.oneonta.edu/division-student-affairs/quad-use](http://suny.oneonta.edu/division-student-affairs/quad-use) and [suny.oneonta.edu/policy-library](http://suny.oneonta.edu/policy-library))

Highlights of the above referenced policies include the following conditions:

1. No amplification
2. No solicitation of funds
3. The permittee or designee will be present during the entire reservation period
4. Activities must not impede pedestrian traffic, interfere with university operations, cause injury or damage to persons or property (or threaten to do so/ incite others to do so)
5. Maximum time allowed is 2 hours

Signature of Requester \_\_\_\_\_ Date \_\_\_\_\_

**For office use only:**

Approved by \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Conditions for Use \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_