

# KUC COURTYARD LITERATURE DISTRIBUTION 1 DAY PERMIT REQUEST

Student organizations and departments are allowed to reserve space on the KUC Courtyard with 24 hours notice for the purpose of **literature distribution only**.

**Requirements:**

Requests must be made in person with the KUC Event Coordinator no later than 12:00 p.m. the day before you wish to have a space. Requests made after this time will not be accommodated or approved.

- The permit for literature distribution must be picked up the day of reservation from the KUC Information Desk located on the second (2<sup>nd</sup>) floor of the Keathley University Center (KUC).
- Tables will **not** be provided. If a table is required, the organization must provide their own.
- Food sales, vendors, and other forms of solicitation are not permitted.
- Electricity will not be provided.
- Amplified Sound is not permitted.
- Please note that the KUC Courtyard is considered a “shared space” therefore, other events can and will take place on the KUC Courtyard, because of this your organization may be requested to move to a different location on the KUC Courtyard space in order to accommodate other previously scheduled and approved events.
- Failure to adhere to the above guidelines will result in revocation of the one-day permit.

**PLEASE PRINT CLEARLY**

MTSU Sponsor (department/organization): \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Name of On Campus Advisor: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Applicant acknowledges that the institution has made a copy of the Tennessee Board of Regents “Policy on Use of Campus Property and Facilities” available for review and understands that a copy of such policy will be provided upon request and payment of reasonable copying charges.

Applicant understands that filing of this application shall constitute agreement by applicant to the following conditions:

1. The intended use of campus property and facilities by applicant does not violate, and actual use will not violate, the provisions of the Tennessee Board of Regents “Policy on Use of Campus Property and Facilities,” or any policies or regulations of the institution or any federal, state, or local law or regulation.
2. Any use of campus property and facilities pursuant to this application which is contrary to such policies, laws, or regulations of which is inconsistent with the activity as described in this application constitutes grounds for the institution to remove the activity from campus property.
3. Applicant agrees to indemnify the institution and hold it harmless from all liabilities arising out of applicant’s use of institution property and/or facilities, including but not limited to personal injury, property damage, court costs, or attorneys fees.
4. User agrees to furnish proof of insurance or performance bond upon request by the Institution as required by Tennessee Board of Regents Policy No. 3:02:02:00.

Institution approval is contingent upon the applicant’s satisfactory completion of all financial and/or insurance obligations as may be required by the institution.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY:**

KUC Event Coordinator Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

R25 Reservation #: \_\_\_\_\_ Confirmation Email Sent: \_\_\_\_\_