

University of Nebraska at Omaha
University Public Use of Facilities Permit

This form must be submitted with all necessary signatures three business days before the event to allow for administration to review the proposed activity. Permission will be granted or denied by the Administrator.

1. Requesting permission to hold an Activity:

- | | |
|--|---|
| <input type="checkbox"/> Demonstration | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Silent Vigil | <input type="checkbox"/> Distribution of Material |
| <input type="checkbox"/> Rally | <input type="checkbox"/> Other (Specify) _____ |

2. _____

Print name of individual making request

Please circle: Faculty – Staff – Student – Community

Address

Phone number

E-mail address _____

3. _____

Name of organization to be represented

Type of organization

4. Requesting to reserve the following space(s) and/or location:

For the following purpose:

(Description and/or purpose of activity)

From: _____ a.m. To: _____ a.m. On: _____
 p.m. p.m. Date

Number of participants from group expected: _____

5. Note: The Requestor must provide a representative to be on site and in charge throughout the event; that representative will be:

Print name

Office/affiliation

6. Requestor(s) will be held responsible for the behavior of their guests/participants and any damage caused to University property during this activity.
7. I/We have read and certify that I/we will comply with the Regulations on the Use of University Facilities.

Signatures:

Individual(s) making this request	Date	I.D. provided
Telephone No. _____		
E-mail address _____		

Individual(s) making this request	Date	I.D. provided
Telephone No. _____		
E-mail address _____		

8. Approval

Director, Milo Bail Student Center	Date
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The Administrator may waive any time requirements for the submission or processing of applications in order to grant approval or facilitate the expeditious review of a denial of use.

Falsification of this document or changing the purpose of the activity without notifying the Administrator may result in the denial of the request.