

## Abraham Baldwin Agricultural College Forum Reservation Request Form

Individuals who wish to or are required to submit a Forum Reservation Request Form in accordance with Abraham Baldwin Agricultural College's Freedom of Expression Policy must complete this Form and submit the completed Form to Abraham Baldwin Agricultural College's Office of Dean of Students. Please provide all requested information on this form, as a reservation may be denied if the form is not fully completed. The Dean of Students Office will respond to all requests as soon as practicable, and no more than two (2) college business days following receipt of the request, either authorizing the reservation and noting any special instructions, if applicable, or setting forth the reason for denial of the reservation.

TODAY'S DATE: \_\_\_\_\_  
NAME OF INDIVIDUAL OR ORGANIZATION REQUESTING RESERVATION: \_\_\_\_\_  
ADDRESS OF INDIVIDUAL OR ORGANIZATION: \_\_\_\_\_  
CONTACT NUMBER OF INDIVIDUAL OR ORGANIZATION: \_\_\_\_\_  
EMAIL ADDRESS FOR INDIVIDUAL OR ORGANIZATION: \_\_\_\_\_

### DETAILS FOR FORUM RESERVATION REQUEST:

<u>Requested Date (Start and End Time)</u>	<u>Requested Location</u> <u>(Public Forum or Other Location)</u>
(1) _____	_____
(2) _____	_____
(3) _____	_____

ANTICIPATED NUMBER OF ATTENDEES/ORGANIZATIONAL PARTICIPANTS: \_\_\_\_\_

DESCRIPTION OF THE EVENT (attach additional pages if necessary):

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

I HAVE READ AND AGREE THAT THE EVENT WILL COMPLY WITH THE REQUIREMENTS OUTLINED HEREIN AND AS OUTLINED IN ABRAHAM BALDWIN AGRICULTURAL COLLEGE'S FREEDOM OF EXPRESSION POLICY, A COPY OF WHICH IS AVAILABLE IN ABAC'S STUDENT HANDBOOK.

\_\_\_\_\_  
(SIGNATURE OF PERSON COMPLETING FORM)

\_\_\_\_\_  
(PRINTED NAME OF PERSON COMPLETING FORM)

For use by Student Affairs:

Free Speech Request \_\_\_ Confirmed \_\_\_ Declined

If confirmed by College, date, time, and location of reservation: \_\_\_\_\_

If declined, reason for decline: \_\_\_\_\_

Date of Action by Student Affairs Official: \_\_\_\_\_

Signature of Student Affairs Official: \_\_\_\_\_

Printed Name of Student Affairs Official: \_\_\_\_\_

Form Revised June 2023