

Outdoor Event and Organized Assembly Permit

This request must be legible as determined by the SORC staff.

All request for outdoor assemblies require a minimum of 48 hours (2 business days) for approval.

For planning purpose we recommend submitting your request two weeks in advance of the requested event date.

Sponsoring Organization _____

Contact Person: _____ **Phone:** _____

Email Address: _____

Location Requested: _____

Date: _____ **Estimated Attendance:** _____ **Time:** _____ **until** _____

Provide brief description of your event here	
Will there be amplified sound -microphone, speakers, megaphone <small>(Amplified sound will limit both location and time of event)</small>	Yes No
Will there be a platform, stage, vehicle, heavy object or tent? <small>If yes you are required to coordinate with Grounds for placement of the objects. Please review the Brick and Turf Policy for details.</small>	Yes No
Will there be a third party vendor involved in solicitation, setup or teardown? <small>If yes please provide the name and phone number of the vendor.</small>	Yes No
My signature below confirms that I have read, understand and agree to abide by the Policy Guidelines for Outdoor Events and Organized Assembly at North Carolina State University.	

Signature of Responsible Person **Date**

Approved by: Signature of Campus Activities Staff **Date**

Approved by: Signature of Official Responsible for Requested Location **Date**

Submit all permit request to 1202 Talley Student Center
Student Organization Resource Center (SORC)
Or Fax to 919-513-0328
SORC Office Phone: 919515-3323
Website: www.ncsu.edu/sorc

Alcohol cannot be served or allowed to be brought in by participants, viewers, etc.
at student organization sponsored events