Request for Assembly
SUNY College of Environmental Science and Forestry

(ESF Policies and Procedures ID#: ADM.002)

Name of Organization: __________________________________________________________

Names of Officers: _________________________________________________________________

Address: _______________________________________________________________________

Contact Person: __________________________ e-mail: _________________________________

Address (if different from above): ___________________________________________________

Phone: __________________________ Fax: __________________________

Proposed Assembly Date(s): _______________________________________________________

Proposed Assembly Time(s): Start: __________________________ End: _______________________

Number of Participants: __________________________

Requested Location(s)*: ___________________________________________________________

Purpose: _______________________________________________________________________

*While efforts will be made to accommodate reasonable requests, ESF’s main priorities will be to ensure both safe access to its walkways, roadways, buildings and grounds by its employees and students and the peaceful conduct of classes, lectures, meetings and other activities.

Use of noisemakers or sound devices such as megaphones, loud speakers or amplifiers is prohibited.

Proof of all necessary authorizations from state and local authorities must be presented to the College on the day before the assembly is scheduled.

This request will be reviewed and the contact person notified at the above phone number and/or address within five (5) days of receipt of the request of any terms applicable to such assembly, including designation of area(s) to which the assembly must be limited. Questions to the campus should be directed to the Vice President for Administration, 208 Bray Hall, (315) 470-6622.

– Do not write below this line –

Designated Assembly Area(s): _____________________________________________________

Other Limitations: __________________________________________________________________

Approved by: __________________________ Date: __________________________

President or designee

cc: News & Publications, Physical Plant, Registrar, Student Life, University Police