

**Registration For
Outdoor Events with Amplified Sound
Texas State University-San Marcos**

This completed form MUST be submitted to register outdoor events with amplified sound. Forms must be completed at least **30 days prior** to the event to the Campus Activities Office, LBJ Student Center 4-2.1.

Event Information

Organization/Dept: _____
Event Title: _____ Location _____
Requested Date(s): _____ Times: _____ to _____
Event Description (include name of bands): _____

Primary Person Responsible

(Must be physically present with cell phone during event.)

Name of faculty/staff advisor for student sponsored events:
_____ Title: _____ Cell phone used during event: (_____) _____ - _____

Provisions

Check to confirm that you have read and understand each provision:

- Events using amplified sound must conclude by 11pm Sunday-Thursday, and by 12 midnight Friday-Saturday.
- Major disruption and/or unaddressed complaints may cause early termination of the event.
- Announcements/publicity materials must be submitted to Director of Community Relations at least 2 weeks prior to event.
- Announcement/publicity must be distributed to the community (both off and on campus) 1 week prior to event.
- Additional regulations for sale of goods/services, alcohol consumption, providing food, posting flyers/advertisements, reservation of site/facilities, use of vendors, etc., will also apply.
- The University President or designee may grant exceptions to these provisions.

Signature - Primary Responsible Person: _____ Date _____

Signature – Staff/Faculty Sponsor: _____ Date _____

Approved Campus Activities Director/Designee: _____ Date _____

Distribution: Dean of Students University Police San Marcos Police
 Director of Community Relations Applicant

Additional Information

1. Further explanation of policies and procedures can be found on the solicitation website at www.lbjsc.txstate.edu/solicitation.
2. University Policies and Procedures regarding solicitation can be found at <http://www.txstate.edu/qualityandplanning/upps/upps-07-04-03.html>
3. University Policies and Procedures regarding information only flyers and/or booths can be found at <http://www.txstate.edu/qualityandplanning/upps/upps-07-04-02.html>.

University Policies and Procedures regarding the Campus Expression area can be found at <http://www.txstate.edu/qualityandplanning/upps/upps-07-04-05.html>