



Office of Student Affairs
Box 92535
Lake Charles, LA 70609
Office: 337-475-5610
Email: studentaffairs@mcneese.edu

McNeese State University Application for Use of Public Forum

(Must be completed in entirety for application to proceed)

Contact Information for Group *(applies to Public Demonstration or Literature Distribution)*

Group Name: _____

Address: _____

City/State/Zip: _____

Requesting/Responsible Person Name: _____

Phone: (____) _____ Alt. Phone: (____) _____ Email: _____

Contact Information for Individual *(applies to Public Speech, Political Campaign, Literature Distribution)*

Individual Name: _____

Contact: Phone: (____) _____ Alt. Phone: (____) _____ Email: _____

Proposed Activity *(see classifications in policy)*

____ Public Speech (individual) ____ Public Demonstration (group)

____ Political Campaign (individual) ____ Literature Distribution (individual/group)

Requested Date and Time:

Monday, _____ am/pm
 Month Day Year Begin Time

Tuesday, _____ am/pm
 Month Day Year Begin Time

Wednesday, _____ am/pm
 Month Day Year Begin Time

Thursday, _____ am/pm
 Month Day Year Begin Time

Friday, _____ am/pm
 Month Day Year Begin Time

I certify that I have received a copy of the University's Public Forum Regulations and have been given the opportunity to ask questions. I accept responsibility for ensuring that I and/or all persons affiliated with my organization comply with University regulations. I further understand that violations of University regulations pertaining to public forum activities may result in cessation of the event and removal from University property. I understand that if the University is unable to contact me by normal communication methods (telephone, cell phone, email, facsimile) to verify/confirm the details of my request at least 72 hours in advance of the requested event date my application will be voided.

Requesting Party Contact Person Signature & Date

University Approver & Date

Office Use Only	
Date/Time Received: _____	Received by: _____
Approved/Not Approved by: _____ Student Affairs Date: _____	Routed FYI to: ____ Facilities ____ McNeese Police ____ Student Services ____ Marketing and Communications
Notes: _____	