University of Maryland: Non-University (Free Speech) Registration Form

This is a registration form for the use of reserving designated space on campus by non-sponsored individuals as provided in the University Policy VI – 4.10 (A) University of Maryland, College Park Procedures for the Use of Physical Facilities, approved by the President January 18, 2001. This form must be completed and returned to the Stamp Event and Guest Services Office, Room 1133, Stamp Student Union, prior to the use of the space. Approval will be granted on a space available basis up to five days in advance of the anticipated use. The University reserves the right to give priority to University Departments, recognized student organizations, students, faculty and staff. Prohibited activities include the sale or promotion of commercial goods or services, the use of amplified sound, the blocking of pedestrian or vehicular traffic, or behavior which the University reasonably deems to cause disruption to campus activities. A copy of the approved registration form must be available for inspection upon request by University officials.

Sponsor Information

Contact Information [Required]
Valid input:
- must be 10-15 digits long and may include only numbers, hyphens, and spaces.
- name@myschool.edu

First name:
Middle initial:
Last name:
Email address:
Phone number:
Address:
City:
State:
ZIP:

Organization Affiliation (If not applicable, answer NA): [Required]

Event Information

Preferred Start Time [Required]
Requested times should fall during regular business hours 9am - 5pm Monday - Friday.

Preferred End Time? [Required]
Requested times should fall during regular business hours 9am - 5pm Monday - Friday

1st Date Requested [Required]

2nd Date Requested

3rd Date Requested

4th Date Requested

5th Date Requested

Nature of Activity [Required]

[ ] Distribution of Literature

[ ] Public Speaking

Location Requested [Required]
Stamp Outside Table Space is for distribution of literature

Nyumburu Amphitheater is for public speaking purposes
Valid input:
- Select only one choice.
II. Use of Campus Facilities by persons or groups not sponsored by University departments or registered student organizations:

C. Outdoor Public Speaking Space

Unless otherwise sponsored by a department or a registered student organization, persons or groups who wish to engage in public speaking outdoors on campus or to distribute literature may do so in accordance with the following procedures:

1. Public speaking means speech directed to a general audience or non-specific persons. Public speaking does not include speech directly or indirectly connected with official University activities or which occurs as part of the routine interchange between students, faculty and staff.

2. Persons wishing to engage in public speaking or to distribute literature are required to reserve space by registering in advance with the Event & Guest Services Office (1133 Stamp Student Union). Reservations are approved on a space-available basis. Priority will be given to University departments, registered student organizations, students, faculty and staff. Reservations may be made up to five (5) working days in advance of the date of anticipated use. Reservations are valid only for the date authorized by the Event & Guest Services Office on the Non-University Registration form.

3. Public speaking is limited to the Nyumburu Amphitheater stage. Public speaking elsewhere on campus is prohibited.

4. Distribution of literature is limited to designated sidewalk space outside the Southeast entry to the Stamp Student Union. Persons may set up their own tables for this limited purpose within this designated area and are responsible for disassembly of the tables and general clean up. Distribution of literature elsewhere on campus is prohibited.

5. A copy of the Non-University Registration Form must be available for inspection upon request by University officials.

6. Persons wishing to speak publicly or distribute literature are prohibited from engaging in the following activities:

   a. The sale or promotion of commercial goods or services;
   b. The use of amplified sound;
   c. The blocking of pedestrian or vehicular traffic;
   d. Conduct, which the University reasonably deems to cause disruption to campus activities.

7. No inside location is available for these activities if there is inclement weather.

8. Failure to adhere to the above described University procedures will result in revocation of an approved reservation and/or other appropriate administrative action.

The applicant is responsible for reading, understanding and abiding by the above policy, which is listed in full on the back of this form. The University is under no obligation to provide any items (tables, chairs, podiums, etc.) for the purpose of the activity stated above.

Valid input:
- Select only one choice.

[ ] I Agree