Adelphi University Student Demonstration Reservation Form

Completed forms should be submitted by the sponsoring organization to the Office of the Dean of Student Affairs, **at least 24 business hours prior** to the proposed demonstration date. Forms and attachments (if any) may be submitted via hand-delivery to Nexus, Room 302 or by email to divisionofstudentaffairs@adelphi.edu.

**ORGANIZER/LIAISON INFORMATION**

Sponsoring Organization (if any): __________________________________________________________

Primary Organizer/Liaison Name: _____________________________________ ID#: _____________

   Email: ______________________________________________________________

   Cell Phone: _________________________________________________________

Additional Organizer/Liaison Name: __________________________ ID#: _____________
   (If applicable)

   Email: ______________________________________________________________

   Cell Phone: _________________________________________________________

**DEMONSTRATION INFORMATION**

Requested Date: _______________  Start Time: _____________  End Time: _______________

Proposed Location:

☐ Swirbul Plaza (Primary)  ☐ Flagpole Lawn  ☐ Levermore Lawn  ☐ UC Plaza

☐ Other: ________________________________________________________________

Alternative Location:

☐ Swirbul Plaza (Primary)  ☐ Flagpole Lawn  ☐ Levermore Lawn  ☐ UC Plaza

☐ Other: ________________________________________________________________

Expected number of participants: ________________

Description of Demonstration: __________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________
Diagram of Demonstration Setup (Provide attachment if necessary):

Are non-Adelphi participants expected?  □ Yes  □ No
If yes, please provide names of organizations/primary contacts, as well as phone/email information:

______________________________________________________________________

______________________________________________________________________

I acknowledge that I have read the Adelphi University Demonstration Policy for Students in full and agree to abide by it in the planning and implementation of this demonstration.

Organizer’s/Liaison’s signature: ____________________________ Date: ____________________________

Additional Organizer’s/Liaison’s signature (if applicable): ____________________________ Date: ____________________________

FOR USE BY STUDENT AFFAIRS/PUBLIC SAFETY
Date received: ____________________________

Form complete: □ Yes  □ No

Reviewed by: ____________________________ (Office of the Dean of Student Affairs)

Reviewed by: ____________________________ (Department of Public Safety)

Result: ____________________________________________________________________________

____________________________________________________________________________________

Organizer notification date: _______________ Method: ____________________________

Comments: ____________________________________________________________________________

____________________________________________________________________________________