



RESERVATION REQUEST FORM for SPEECH & ASSEMBLY by EXTERNAL INDIVIDUALS & GROUPS

The freedom to engage in free speech is protected by federal law, state law and Greenville Technical College policy. Greenville Technical College enforces its right to place reasonable restrictions on the time, place and manner that free speech or expressive activities or events shall occur on its facilities, including but not limited to those set forth in Greenville Technical College’s Emergency and Safety Procedures Guide.

The purpose of this form is for individuals or groups to request and receive prior approval to engage in speech and assembly in designated areas as outlined in the Greenville Technical College Emergency and Safety Procedures Guide. The designated area for assembly is Parking Lot O on the Barton Campus. (Temporary Location is Parking Lot A due to construction). This form must be completed and scanned to Mary Hendrix at Mary.Hendrix@gvltec.edu at least three instructional days prior to the requested date(s) of use. The college reserves the right to give priority to college departments, recognized student organizations, students, faculty and staff. While on-site, a copy of the approved request form and/or confirmation email must be available for inspection upon request by college officials.

Frequency: To allow for access to these areas by others, individuals or groups will be permitted to request space for the purposes of speech, expression or assembly for up to five (5) days (consecutive or non-consecutive) per request.

CONTACT INFORMATION

Registrant Name: _____

Organization Affiliation: _____

Phone Number: _____

Email Address: _____

Physical Address: _____

City, State, Zip Code: _____

REQUEST DETAILS

Date: _____	Start Time: _____ am/pm	End Time: _____ am/pm	Location: _____
Date: _____	Start Time: _____ am/pm	End Time: _____ am/pm	Location: _____
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Date: _____	Start Time: _____ am/pm	End Time: _____ am/pm	Location: _____
Date: _____	Start Time: _____ am/pm	End Time: _____ am/pm	Location: _____

DESIGNATED AREAS

The designated area for assembly is Parking Lot O on the Barton Campus. (Temporary Location is Parking Lot A due to construction).

For information about assembly at other campus locations, please contact Mary Hendrix at (864) 236-6723.

NATURE OF ACTIVITY

Distribution of Literature Speech Assembly

Nothing in this policy is intended to infringe upon any legal rights regarding freedom of speech. Application of the policy shall not be arbitrary or capricious and shall not be based upon the content of the proposed speech and nothing in this policy shall be interpreted in such a way as to discriminate on the basis of political, religious, social or other content.

By signing below, I certify that I have reviewed, understand and agree to comply with the guidelines set forth in this document as well as the Greenville Technical College Emergency and Safety Procedures Guide.

Registrant Printed Name

Registrant Signature

Date

Date Received: _____ Received by: _____

Approved Denied

Date of Decision: _____ Date Decision Communicated: _____

Additional Comments: _____