

Request Form for Expressive Activity

Per NSU policies [6.3](#) and [6.4](#) Use of Institutional Facilities and Grounds for Expressive Activity, Northern State University (NSU) retains the right to impose lawful time, place, and manner restrictions on the use of facility and grounds in order to protect the educational environment of the institution. All parties must complete this form and return it to the Vice President for Finance and Administration in Krikac Administration room 205 at least 5 days before the requested event.

Reference: Board of Regents Policies: 1.4.8 Exclusion of Member of the Public for Disruption of Institutional Activities or for Misconduct, 1.6.2 Commitment to Freedom of Expression, and 6:13 Facilities Use by Private Parties; and South Dakota Codified Law 22-10 Unlawful Assembly and Riot and 22-19B Hate Crimes.

Date of Request _____

Description/Purpose of Event _____

Name of Organization _____

Speaker(s) Name _____ Speaker(s) Title _____

Address _____ City _____ State _____ Zip _____

Requested Date(s) and Time(s) _____

Requested Location _____

Will you be distributing printed materials? ☐ Yes ☐ No If yes, please provide a copy with this form.

Per policy, if any of the following conditions exist, Parties are required to have prior authorization for an assembly:

- Estimated attendance exceeds 50 people
- Installation of any structure like a tent, stage, or bleachers is planned
- Outdoor amplified sound will be used including bullhorns or speakers

Are you expecting more than 50 people in attendance? ☐ Yes ☐ No

If yes, please provide the estimated number of people _____

Are you planning the installation of a structure (tent, stage, bleacher, etc)? ☐ Yes ☐ No *(Standard fees may apply.)*

If yes, please provide description _____

Are you planning to use outdoor amplified sound (bullhorn, speakers, etc)? ☐ Yes ☐ No *(Standard fees may apply.)*

If yes, please provide description _____

Organization's Contact Person (person listed must be on site the day of the event).

Name _____ Phone # _____ Email _____

NOTICE: By using or accessing campus grounds and facilities, you assume full responsibility for any and all damages or injuries which may result to any person or property by reason of, or in connection with the use of the grounds/facilities pursuant to this policy and agree to pay the state for all damages caused to the facilities or grounds resulting from their activities hereunder. Furthermore, you agree to hold harmless and indemnify the State of South Dakota, the South Dakota Board of Regents, Northern State University, their officers, agents, or employees from and against any and all actions, suits, damage, liability, or other proceedings that may arise as results of the negligence, misconduct, error or omission of the State of South Dakota, the South Dakota Board of Regents, Northern State University, their officers, agents or employees.

Northern State University will be excused from performing any obligation or undertaking provided in this agreement in the event, and for so long as, the performance of any such obligation is prevented, delayed, or hindered by an act of God, fire, earthquake, flood, explosion, actions of the elements, war, insurrection, strikes, walk-outs, action of labor unions, condemnation of laws, orders of government or civilian and military authorizations, or any other cause not within the reasonable control of the University, which will render the performance of this policy impracticable.

By signing below, I consent to the foregoing terms and acknowledge that I have read and agree to abide by NSU policy 6.3 Affiliated Use of Institutional Facilities and Grounds for Expressive Activity or 6.4 Non-Affiliated Use of Institutional Facilities and Grounds for Expressive Activity, as applicable. Northern State University reserves the right to eject any person from the premises who is not complying with this policy. The group/individual signing below hereby waives any right to, and claim for damages.

Signature of Requestor _____ Date _____

Email _____ Phone _____