

Facility Use Denial Appeal Form

This form is to be used to present your appeal of a denial of your request to use a University-owned facility. Please refer to SDBOR Policy 6:13 and University Policy 6:2 for more details.

This form is also to be used to present your appeal of a denial of your request to conduct a large-scale event in a designated outdoor public forum on campus. Please refer to SDBOR Policy 6:13:1 and University Policy 6:3 or 6.4 as applicable for more details.

Initial appeals must be filed with the Office of the Vice President for Finance and Administration within five (5) working days after the denial was issued. Should your appeal be denied, the procedure for appealing the decision to the University President will be provided in the response. The appeal will thereafter be processed as provided in SDBOR Policy 6.13.1.

Background Information: Event Date: _____ Date Paperwork Filed: _____

Specific Campus Location Requested: _____

Estimated Attendee #: _____

Dates and Times Proposed for Event: _____

Applicant's Name: _____

Mailing Address: _____

Email Address: _____ Phone #: _____

Affiliated Organization Name (if any): _____

Description of Event & Denial (do not leave any item blank):

Briefly describe the purpose of your denied event:

Briefly describe the proposed program of the event:

Briefly describe the basis of the denial (and the denial of any appeal, where applicable):

Your Appeal:

Directions - You must state specific facts that, if proven, would demonstrate either:

1. The denial was based on an incorrect assessment of an important fact; OR
2. The denial involved a misinterpretation, misapplication, or violation of federal law, state law, South Dakota Board of Regents policy, or University policy. Please cite the law, rule, or policy, and the specific facts. Mere conclusions, general allegations, and speculative statements cannot establish this point.

Describe the basis for your appeal:

By my signature below, I affirm the accuracy of all the above

Signature

Printed Name: _____

Date: _____

2/5/2024