



Request to Reserve Designated Areas for Expressive Activities Including Commercial Solicitation

Date Received _____

Time Received _____

Date / Time Requester Notified _____

Name _____ Phone _____

Address _____ Email _____

Preferred method of contact Phone Email

Date(s) of Activity _____ Time Begin / End _____

Number of Anticipated Participants (If applicable) _____

Check Campus Requested Auburn Hills Highland Lakes Orchard Ridge Royal Oak Southfield

CAMPUS FACILITIES MANAGERS

Auburn Hills: (248) 232-4514 • Highland Lakes: (248) 942-3196 • Orchard Ridge: (248) 522-3494 • Royal Oak / Southfield: (248) 246-2650

The College will provide a table with 2 chairs at no charge in the designated area within the campus footprint. A fee will apply for items exceeding customary quantities.

- If a classroom or other space not included in designated space for expressive speech or commercial solicitation is desired, facilities rental fees will apply. A completed "Facilities Use Request Form" will be required. Please contact the Campus Facilities Manager for more information.

I acknowledge and have been advised to read the Expressive Speech and Commercial Solicitation Guidelines

Printed Name of the Requester _____ Signature _____

FACILITIES RESPONSE

Date(s) Approved _____ Time(s) Approved _____

Designated Area Description _____

Alternate Schedule and/ or Denial with Rationale _____

Campus Facility Manager _____