

This application is intended for use by third parties not sponsored by the University and/or not sponsored by a recognized student organization who want to exercise their rights of free speech by using the University's designated public forum. Applications should be sent to or hand delivered to:

Office of Risk Management/Office of Facilities Management
Attn: Stacy Stern
University at Albany
1400 Washington Avenue, SBA
Albany, NY 12222
(p)518-442-3414 (f)518-442-2614
sstern@albany.edu

Applicant Name _____ **E-mail** _____
Address _____
Phone _____ **Fax** _____
Speaker Name _____ **E-mail** _____
Address _____
Phone _____ **Fax** _____
Date Requested _____
Time Requested From _____ to _____

Policies regarding use of the Designated Public Forum are available at <https://www.albany.edu/risk-management/policy/public-forum-time-manner-and-place-rules>

I, the applicant, have read the foregoing policy and agree to comply with the terms of use of the designated public forum as set forth in the Policy.

I, the applicant, acknowledge that I am applying to use the Designated Public Forum for free speech purposes, and that I will use the designated public forum for free speech purpose, and that I will not use the forum for any other noncommercial uses that require a revocable permit in accordance with the SUNY Policy regarding [noncommercial use of university facilities by third parties](#) and/or [commercial purposes that are not allowed on/in University facilities](#).

Date: _____ **Signature:** _____

For Office of Risk Management Internal Office Use

Date Received: _____ **Time:** _____ **Manner:** _____

Returned (if applicable)

Date: _____ **Reason:** _____

Follow up:

Approved

Date: _____

Kevin C. Wilcox, Associate Vice President for Enterprise Risk Management and Compliance