

# Sidewalk Chalk Reservation Form

**CHALKING ON UNIVERSITY SIDEWALKS REQUIRES RESERVATIONS AND APPROVAL FROM DESIGNATED BUILDING SUPERVISORS OR OTHER ASSIGNED PERSONELL.**

ALL ORGANIZATIONS REQUESTING TO RESERVE A SPACE FOR CHALKING ON WALKWAYS ADJACENT TO THE **GUILLOT UNIVERSITY CENTER (GUC)** MUST SIGN THIS FORM AND ABIDE BY THE FOLLOWING GUIDELINES.

**Space must be reserved one week in advance.** Reservations should be submitted to the Office of Student Engagement, GUC 107.

Once the request has been approved, the organization is entitled to use the chosen space following the guidelines below.

**Guidelines:**

- Chalking must be on approved walkways only (No chalking on any university buildings or equipment is allowed).
- Chalking in front of door ways should be done only to the side of doors so that chalk is not tracked into buildings.
- Chalking on or around the Amphitheater is prohibited.
- Chalking on the bridge outside of the GUC (in front of the Amphitheater) is prohibited.
- Only pastel colored chalk should be used
- Chalking is only to be used to beautify the image of the UNA campus and to promote the organization using it.

*Failure to abide by the above mentioned rules will result in the organization being fined in excess of \$150 to pay for removal of materials.*

Name of Organization \_\_\_\_\_

Person to Notify \_\_\_\_\_

Contact Number \_\_\_\_\_ Dates Requested \_\_\_\_\_

As a representative of the \_\_\_\_\_ organization, I have read all the guidelines listed above and agree to abide by them.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

\*\*Upon approval or denial, a copy of this completed form will be put in your Organization's UNA mailbox. If using the sidewalk chalk supplied by the Leadership Resource Room, you must sign in to check out chalk.

**For Office Use Only**

\_\_\_\_\_ **Approved**      \_\_\_\_\_ **Denied**      \_\_\_\_\_ **Initials**      \_\_\_\_\_ **Date**