

Event & Space Registration Form

FORM OPTIONS



OPTION
1

Fundraisers

This involves any form of collection: donations, clothes, canned goods, and ticket sales. Even if your organization will not be making a profit from the event, it needs to be documented with the university.



OPTION
2

Off-Campus Activity

AGAIN, CHECK ALL THAT APPLY! Please give us as much detail about this experience as you can. For example, where are you going, how are you getting there, and who is taking you there?



OPTION
3

Speaker or Lecturer

This also applies to any guest speaker or panel, including members of the faculty. You should include who is speaking and what they will be discussing.



OPTION
4

Outdoor Posting

Involves creating any sort of outdoor display, including yard signs, flags, etc., as well as banners and posters. Be specific about the number of items and what words or images are displayed.



OPTION
5

Movie or Film Screening

We are required by law to purchase licensing to host screenings on our campus. This applies to any viewing outside of a residence hall and during a class session.



OPTION
6

Activism Event

Protests, rallies, and other forms of public demonstration, both on- and off-campus.



OPTION
7

Political Activity

Are you hosting an event to inform people about voting or other topics related to their rights and privileges? Please remember that candidates who are actively running for office may not solicit on our campus.



OPTION
8

Alcohol Event

This applies even if you are not serving the alcohol yourselves. If alcohol is available at the venue, fill this part out. This part of the form outlines the details of our policy about alcohol at student events.



OPTION
9

Food/Beverage

Will food be available at your event? This applies to catering, food trucks, and pizza parties.



OPTION
10

5K Run/Walk

Prior to submitting this form, you will need to connect with XUPD to draw out a map of the race route. You will upload a copy of this map into the form.

OPTION
11

Liturgy/Service

Any faith-based or spiritual service.