



Date Initiated:	_____
Date Returned:	_____
Risk Assessment Completed:	YES / NO

Public Forum and Planned Demonstration Event Routing Form

Group Name: _____

Group Representatives: _____ Title _____

Group Mailing Address: _____

Email Address: _____

Phone: _____

Forum Type: (Circle one) **Traditional-Public/Open Space** or **Designated/limited-Restricted**

Estimated Number of Attendees: _____

Description of Planned Activity (use reverse side or attached typed sheet if needed):

1) **TERM.** NM Tech will allow the use of the premises identified as _____ (location) for the following dates and times:

DATE: _____ TIME: _____

2) **USAGE TYPE:** (Circle all that apply)

- Public Meeting
- Planned Demonstration/Rally <50
- Planned demonstration/Rally >49
- Construction of a Small Symbolic Structure

3) **USAGE FEES:** Some of the designated or limited public forums have usage fees that are assessed with primary rental of the space, labor and equipment required for the event. Estimates will be provided based on the information obtained from the planners regarding the event and distributed separately from this routing sheet. Additional fees or expenses may be incurred as specified by on the Use Agreement or as the result of related extra clean-up expenses or damages.

REQUIRED SIGNATURES:

- GROUP REPRESENTATIVE _____
- CAMPUS VENUE _____
- CAMPUS POLICE _____
- COMMUNICATIONS _____
- UNIT VP or Designee _____

APPROVED: YES/NO **REASON: Schedule/Support/Other** _____