

**University of Colorado at Colorado Springs
Department of Public Safety**

Chalking AND Posting Request Form

(this form is NOT to be used by official Student Clubs, please contact the Office of Campus Life for an event application)

INSTRUCTIONS:

1. Please read and understand the Advertising (Chalking and Posting) regulatory procedures included with this form. Your signature on this form indicates your understanding and agreement to comply with the terms and conditions detailed in the above policy.
 2. Submit a separate application for each event.
 3. This form **MUST** be submitted in hard copy; electronic versions will not be accepted. All signatures must be originals. Faxed copies will be accepted if sent to the attention of the Director of Public Safety at 262-3394.
-

INFORMATION ABOUT YOU:

Date submitted: _____

Department: _____

Department Head: _____

Contact phone #: _____ Contact e-mail: _____

Responsible Party _____

This is the individual designated by the department to organize the event for which chalking/posting is requested.

Responsible Party Campus Mailing Address: _____

Responsible Party Phone Number: _____

INFORMATION ABOUT THE EVENT:

Request is for (please indicate with a)

Chalking Posting Both

(Indicate a posting request **ONLY** if you intend to post flyers or signs along sidewalks and/or on landscaped areas).

Event Date _____ Requested Posting/Chalking Dates _____

Event Title _____

Chalking Request

Requested chalking location(s) _____

Requested chalking message _____

A diagram of the proposed chalking must be submitted and attached with each request.

Posting Request

Requested posting location(s) _____

Requested posting message _____

Size of signs: _____

Number of signs: _____

Your signature below indicates you have read, understand, and agree to abide by the policy and procedures of the Chalking and Posting Policy.

Printed name of Department Head

Signature

Printed name of responsible party

Signature

Public Safety Use Only:

Chalking Approved: _____ Yes _____ No

Comments _____

Posting Approved _____ Yes _____ No

Forward to Facilities _____ Yes _____ No

Facilities Approval _____ Yes _____ No

Last reviewed by Claudia Ryan on September 11, 2006.