



AMPLIFIED SOUND PERMIT REQUEST

Event Coordinator: _____ Date Submitted: _____

Name of Event: _____ Date of Event: _____

Amplified Sound Requested: Start: _____ End: _____

Location of Amplified Sound: ☐ Inside ☐ Outside

Type of Amplified Sound: ☐ Live Music ☐ Recorded Music ☐ DJ

☐ Megaphone (no siren, no exception) ☐ Public Speaker

☐ Other (be specific): _____

List Band and/or Sound Equipment Being Used:

Comments: _____

As the Event Coordinator, I have read the applicable Amplified Sound policy in the [Time, Place and Manner Policy Guidelines](#) and agree to be present at the entire event and be responsible for the adherence to these policies.

Signature of Event Coordinator

Date

OSI Staff Signature

Date

OSI Student Staff Signature

Date

☐ Approved ☐ Special condition of permit: _____

☐ Denied on the basis of: _____

REMEMBER: Be courteous of your neighbors and think about the content you are amplifying outside! An approved Sound Permit is not a free pass to create as much noise as you like.

Amplified Sound Areas and Outdoor Gatherings Sound amplification equipment may not be used at any outdoor location without the prior written approval of the Office of Student Involvement or Housing and Residence Education.

If complaints are received indicating that the amplification sound level is interfering with the operations of the campus, the responsible person(s) will be directed to lower the volume by Student Affairs & Engagement staff. If additional complaints occur, the person(s) in charge of the amplification equipment will be directed to turn off the sound completely.

The amplification of music shall be restricted to the hours between noon and 1 p.m. and 7 and 10 p.m. (Monday through Friday), while voice amplification may be approved to occur between the hours of 11 a.m. and 10 p.m. (Monday through Friday). Requests for extension of hours (as well as approval for weekend use) must be submitted in writing at least four business days in advance of the event to the Office of Student Involvement.

Copies to: ☐ Event Coordinator ☐ OSI ☐ Police ☐ Facilities ☐ Building Manger

Please allow 5 working days for approval