



Lobby and (2) the Plaza/Bowl area outside the University Center. Other areas may be assigned, if warranted.

C. Request Procedures

1. It is the responsibility of the radio station to submit the Use of Facilities request form (PPM Form 3:001:a) ten (10) working days prior to event.
2. Permission for use of facilities will be granted on a first-come, first-served basis. No more than two (2) stations will be given permission to use space at the same time. A determination of which stations will be authorized will be made according to the date requests are received by the University Center Director.
3. The University will provide chairs and tables if requested on the Use of Facilities request form. The off-campus radio station will provide all other equipment and services it needs.