

## Appeal of Facilities Use or Outdoor Large-Scale Events Denial Form

South Dakota State University

This form is to be used to present your appeal of a denial of your request to use a University-owned facility. Please refer to SDBOR Policy 6:13 and University Policy 6:7 for more details.

This form is also to be used to present your appeal of a denial of your request to conduct a large-scale event in a designated outdoor public forum on campus. Please refer to SDBOR Policy 6:13:1 and University Policy 6:8 for more details.

**Your appeals are time sensitive. Any initial appeal must be filed with the Office of the Vice President of Student Affairs within five (5) working days after the denial was issued. Should your appeal be denied, you must file a second appeal with the University President's Office within five (5) working days after the denial was issued. If that appeal is denied, your appeal may be heard with the Executive Director of the Board of Regents within ten (10) working days after the University President issues a denial.**

### Background Information:

Date Event Scheduled: \_\_\_\_\_ Date Paperwork Filed: \_\_\_\_\_  
(mm/dd/yyyy) (mm/dd/yyyy)

Event Location Sought: \_\_\_\_\_ Estimated Attendee #: \_\_\_\_\_  
(provide building name, room #)

Dates and Times Proposed for Event: \_\_\_\_\_

Appellant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Affiliated Organization Name (if any): \_\_\_\_\_

### Description of Event & Denial (do not leave any item blank):

Briefly describe the purpose of your denied event:

Briefly describe the proposed program of the event:

Briefly describe the basis of the denial (and the denial of any appeal, where applicable):

Your Appeal:

**Directions - You must state specific facts that, if proven, would demonstrate either:**

- (1) The denial was based on an incorrect assessment of an important fact; OR**
- (2) The denial involved a misinterpretation, misapplication, or violation of federal law, state law, South Dakota Board of Regents policy, or University policy.**  
Please cite the law, rule, or policy, and the specific facts. Mere conclusions, general allegations, and speculative statements cannot establish this point.

Describe the basis for your appeal:

By my signature below, I affirm the accuracy of all the above information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date