



COLLEGE of CHARLESTON

Stern Student Center

Voice: (843) 953-2291—Email: sterncenter@cofc.edu
<http://studentlife.cofc.edu>

George Street Closure Request

This form is ONLY a request.
Street closure requests must be received 45 days prior to the date of the proposed event. The City of Charleston's Department of Traffic & Transportation provides the final approval for street closure requests. Events also require a Special Events Permit request through the City of Charleston.
You will receive a confirmation via email once your request has been processed.

Please type or print the requested information below in blue or black ink . Illegible information will delay the processing of this form.

Contact Information

Sponsoring Department or Organization _____

Group Type: _____ Student Organization _____ Faculty/Staff _____ Off-Campus Organization/Company

Contact Person _____ E-mail Address _____

Phone _____ Fax _____

Mailing Address _____ City _____ State _____ Zip _____

Students, faculty, and staff must provide a valid CofC email address.

Event Information

Event Title _____ Date of Event _____

Detailed Description of Event (describe ALL activities included in proposed event—including amplified sound, equipment, etc.):

Rain location: _____

Does your event include additional locations on-campus? (eg: CisternYard, Stern Center, Cougar Mall) If so, please list locations

Location Details

Section of George Street Requested for Closure (Mark only one):

_____ St. Philip Street to Glebe Street _____ Glebe Street to Coming Street _____ St. Philip Street to Coming Street

Street Closed/Pre-Event Setup Start Time: _____ am/pm Event Begins: _____ am/pm Event Ends: _____ am/pm

Street Reopens/Post-Event End Time: _____ am/pm

Signatures

By signing below, the Contact Person and Advisor (student organizations) state that each person has read and understands the Facility Use Guidelines (available on our website: <http://studentlife.cofc.edu/reservations/guidelines/index.php>). All parties agree to comply with all applicable College, City, State, and Federal policies and laws. The Contact Person agrees to make arrangements to have all items and all people removed from George Street 15 minutes prior to the Street Reopens time listed on this form.

Contact Person's Signature _____ Date _____

Approvals

Office of Student Life Facility Manager Signature: _____ Date _____

Campus Police Representative Signature: _____ Date _____