



HBS DEMONSTRATION APPLICATION

Application for a permit to hold or conduct a demonstration on the property of Harvard Business School, or any property leased, rented, or otherwise controlled by the School. This application must be completed fully and returned to the Harvard Business School Security Operations Center in Aldrich 100 at **least (3)** business days before the scheduled event. Please note that HBS Security does not make approval decisions. Requests are forwarded to HBS Operations for processing.

TO BE COMPLETED BY APPLICANT: *Any change in the below information, please notify HBS Security immediately.*

Name of Organization: _____ Date of Application: _____

Applicant Name: _____
Last First Middle Initial

Address: _____
Street City State Zip Code

Phone: _____ HUID: _____

E-mail: _____ Social Media: _____

Organizer on Site: _____ Cell: _____
(Day of Event)

SPECIAL EVENT INFORMATION: *Complete all data as required for event of any size.*

Type of Event:

Demonstration Parade Other (specify): _____

Event Title: _____

Event Date(s): _____ Estimated Attendance: _____

Requested Location: _____

Actual Hours of Event: _____ AM/PM – _____ AM/PM

Set Up Times: _____ AM/PM – _____ AM/PM Take Down Times: _____ AM/PM – _____ AM/PM

Description of Event: _____

Please attach additional sheets as necessary, including plans, drawings, maps, etc.

PLEASE INDICATE WHETHER THE FOLLOWING ITEMS PERTAIN TO YOUR EVENT.

YES / NO WILL THE EVENT BE ADVERTISED? HOW? _____

YES / NO AMPLIFIED SOUND *(If yes, please indicate)* START TIME: _____ and END TIME: _____
City of Boston Ordinance requires that noise levels not exceed 70 decibels between 7:00 am and 11:00 pm in a residential or commercial zone.

NAME OF APPLICANT: _____

SIGNATURE: _____ (Print) DATE: _____

- OFFICIAL USE ONLY -

<input type="checkbox"/> APPROVED	NOTES: _____
<input type="checkbox"/> DENIED	SIGNED: _____ DATE: _____