AMPLIFIED SOUND GUIDELINES

Student organizations planning outdoor events where sound amplification is used must first seek approval from the Assistant Vice President for Student Affairs (in the Center for Student Involvement and Leadership, Student Union 330), as well as the faculty/staff member(s) specified for the requested venue (see following page for list of approvers).

OUTDOOR AMPLIFIED SOUND MAY BE REQUESTED:

**Monday-Friday between 10:00 a.m. – 3:00 p.m.** – Amplified sound levels may not exceed seventy-five (75) decibels during this period, and THE USE OF SUBWOOFERS IS PROHIBITED.

**Fridays: 3:00 p.m. – midnight; Saturdays: 1:00 p.m. – midnight; and Sundays: 1:00 p.m. – 8:00 p.m.** – Amplified sound levels may not exceed one-hundred ten (110) decibels during these periods.

Exceptions to these guidelines must be approved by the Assistant Vice President for Student Affairs.

EVENT GUIDELINES:

1. All speakers must be placed at least ten (10) feet away from sidewalks.
2. At a distance of forty-five (45) feet in front of the staging area, the sound pressure level will be no more than seventy five (75) decibels (Mondays-Fridays between 10:00 a.m. – 3:00 p.m.) or one-hundred ten (110) decibels (Fridays: 3:00 p.m. – midnight; Saturdays: 1:00 p.m. – midnight; and Sundays 1:00 p.m. – 8:00 p.m).
3. Sidewalks must be free of congestion and accessible to pedestrian traffic. No events are permitted to take place on sidewalks.
4. Events may not last more than three (3) hours and must conclude at scheduled end time indicated on the group’s reservation.

SOUND LEVEL VIOLATIONS:

Important Note: It will be the responsibility of the person listed as the “Day of Event Contact Name” on the Amplified Sound Application form to monitor sound levels throughout the event to ensure compliance. A staff member will be on-site with sound meters to assist with this process.

A. If the sound level exceeds the maximum decibel level permitted, the host group’s Day of Event Contact will be required to lower the volume to the specified limit. The group is expected to comply immediately and keep the sound at the approved level for the remainder of the event.
B. If a second warning is issued, the host group’s Day of Event Contact will be required to immediately lower the volume to the specified limit, which must be retained for the duration of the event. As consequence for failure to comply with the first request, the host group will not be permitted to host an event using amplified sound for fourteen (14) weeks.
C. If a third warning is issued, the host group’s Day of Event Contact will be required to immediately end the event AND the sponsoring organization will not be permitted to host any event using amplified sound for twenty-eight (28) weeks.

SIDEWALK ACCESS VIOLATIONS:

A. Events may not impede pedestrian traffic on sidewalks. The host group’s Day of Event Contact is responsible for keeping the pathways clear of participants and/or spectators. If a staff member issues a warning that sidewalks are blocked, the host group has two (2) minutes to rectify the problem.
B. If a second warning is issued, the host group will be required to clear spectators and/or participants from sidewalk(s). As consequence for failure to comply with the first request, the host group sponsor will not be permitted to host an outdoor event for fourteen (14) weeks.
C. If a third warning is issued, the host group will be required to immediately end the event AND will not be permitted to host an outdoor event for twenty-eight (28) weeks.
AMPLIFIED SOUND APPLICATION

Host Organization: ____________________________________________________________

Day of Event Contact Name: __________________________________________________

THIS PERSON MUST ARRIVE AT LEAST 15 MINUTES PRIOR TO EVENT START TIME AND MUST BE IN ATTENDANCE FOR THE DURATION OF THE EVENT.

Contact Phone Number: ___________________________ Email Address: _______________________

Event Title: _________________________________________________________________

Event Location: _____________________________________________________________

Event Date: ______________

AMPLIFIED SOUND MAY ONLY BE UTILIZED FOR A THREE-HOUR PERIOD, THOUGH OTHER COMPONENTS OF AN EVENT MAY EXTEND BEYOND.

Event Start Time: __________ Amplified Sound Start Time: ______________

Event End Time: __________ Amplified Sound End Time: ______________

Event Type:

□ DJ  □ Band  □ Speaker/Lecturer  □ Other: ____________________________

List ALL Amplified Sound Equipment Being Used: ________________________________

__________________________________________

By signing below, I agree to the Amplified Sound Guidelines and understand that non-compliance could result in event cancellation, the loss of privileges to host future events, and possible referral to Judicial Affairs. I understand that any exceptions to the policy outlined above must receive advance approval from Dr. Danny Kelley, Assistant Vice President.

Before submitting the Amplified Sound Application, you must first ensure that the venue is available by completing an Application for Use of Facilities. Once you have received confirmation of the space reservation from the venue scheduler, you may proceed with the amplified sound approval process:

1. Fill out the Amplified Sound Form completely.
2. Obtain signatures from designated approver(s) (see following page).
3. Return this form, along with a printed copy of your space reservation, to the Center for Student Involvement and Leadership (Student Union, Suite 330).
4. Make an appointment with Dr. Danny Kelley to discuss the particulars of your event and request amplified sound approval.

__________________________________________  ____________________________
Requestor  Date  Dr. Danny Kelley

Assistant Vice President  ____________________________

Student Union Bldg, Suite 330

Middle Tennessee State University • Center for Student Involvement and Leadership • Student Union Building, Room 330
# LIST OF APPROVERS FOR OUTDOOR SPACES

<table>
<thead>
<tr>
<th>Venue</th>
<th>Approvers</th>
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| **Student Union Commons** | Cynthia Stone (Scheduler)  
  Student Union Bldg, Room 107  
  898-2591 |
|                           | x ____________________________________________ |
| **Recreation Center and Fields** | Kristi Levanduski (Scheduler)  
  REC 201  
  898-5488 |
|                           | Ray Wiley  
  REC 101  
  898-210 |
|                           | Dr. John Vile  
  HONR 205 |
|                           | x ____________________________________________ |
| **Tom H. Jackson Front Lawn** | Debbie Londre (Scheduler)  
  PKS 206  
  904-8240 |
|                           | Dr. Walter Boles  
  VET 143 |
| **Walnut Grove**          | Cynthia Stone (Scheduler)  
  Student Union Bldg, Room 107  
  898-2591 |
|                           | Dr. Mark Byrnes  
  TODD 231 |
| **Quad**                  | Cynthia Stone (Scheduler)  
  Student Union Bldg, Room 107  
  898-2591 |
|                           | Dr. Lana Seiver  
  COE 202  
  898-2874 |
|                           | Julie Hight  
  LIB 0473  
  898-2521 |
|                           | Ken Paulson  
  COMM 247  
  898-5171 |
| **KUC Knoll**             | Cynthia Stone (Scheduler)  
  Student Union Bldg, Room 107  
  898-2591 |
|                           | Dr. Lynn Boyd  
  DSB 128  
  898-2847 |

Updated 8/15/2013