

AMPLIFIED SOUND REQUEST

All outdoor events using amplification must be approved through the University Center. Organizations and Departments must submit this form at least two weeks prior to the event. Submission of this application does not constitute approval. You will receive written notification of your request upon approval or rejection. **Please refer to the back of this form for the complete University Amplified Sound policy.**

A request for Sound Amplification is an exception to the general guidelines for sound and will be made only in unusual circumstances and by special permission arranged through the University Center. Special consideration will be given to any academic or administrative programs in the vicinity of a proposed event. If special permission is granted, a sound level agreement will be negotiated which, at a minimum, is in accordance with District of Columbia regulations (specified in DC Law 2-53, District of Columbia Noise Control Act of 1977). Violation of the agreement will result in immediate cancellation of the event and may be referred to Judicial Affairs.

If you have any questions regarding this form or the request for Sound Amplification process, please contact the University Center at 202.885.3900.

Host Department/Organization _____

Department/Organization Account Number _____

Authorized Contact Name _____

Phone Number _____ **Email** _____

Event Title _____

Event Date _____ **Start Time** _____ **End Time** _____ **Set-up Time** _____

Event Location _____ **Expected Attendance** _____

Event Type

- Meeting Lecturer/Speaker Workshop Standing Reception Banquet/Seated Meal

Event Participants Campus Community General Public Invite Only Paid Participants

Admission Fee/Donations? Yes No Amount: _____

Are you hosting a non-AU organization? Yes: _____ No

Please describe how amplified sound will enhance your event (attach event layout, copies of contracts or other pertinent information)

Amplified Sound Equipment Proposed

- | | | |
|---|---|--|
| <input type="checkbox"/> Public Address System acquired from:
<input type="checkbox"/> AUAV
<input type="checkbox"/> Self/Organization
<input type="checkbox"/> Off Campus Contact (attach contract) | <input type="checkbox"/> Musical Amplification acquired from:
<input type="checkbox"/> AUAV
<input type="checkbox"/> Self/Organization
<input type="checkbox"/> Off Campus Contact (attach contract) | <input type="checkbox"/> Bullhorn/Megaphone

<input type="checkbox"/> Portable Audio Device (e.g. iPod, radio) |
|---|---|--|

Public Address System

- | | | |
|--|--|---|
| <input type="checkbox"/> Podium Mics (qty: _____)
<input type="checkbox"/> Wireless Lav Mics (qty: _____) | <input type="checkbox"/> Table Mics (qty: _____)
<input type="checkbox"/> Handheld Wireless Mics (qty: _____) | <input type="checkbox"/> Stand Mics (qty: _____)
<input type="checkbox"/> Mult Box (for press feeds) |
|--|--|---|

Some fees may apply based on space, services, or equipment associated with the event.

Signatures

By signing below, I agree to abide by all University Center and campus regulations regarding the use of space and I agree to re-store the space to an orderly condition for the next user. I also recognize that this is a request for space, not a confirmation and that I should not advertise this event until I have received a confirmation from University Event Scheduling.

Authorized Dept./Organization Rep Date

Student Organization Advisor Date

University Center Senior Director Date

AMPLIFIED SOUND REQUEST

Sound levels in university buildings and amplification at outdoor events employing public address systems, loudspeakers, bullhorns, or musical amplifiers will be regulated by the following guidelines:

1. Sound emanating from university buildings, residence halls, and outside facilities must not interfere with regular functioning of the university or the welfare of residential neighbors. The Department of Public Safety will respond to sound level complaints. If an unacceptable sound level persists, Public Safety will terminate the offending activity and may refer the case to Judicial Affairs.
2. Amplification of sound during the university's normal working hours (i.e. class hours, university-scheduled study days, final exam periods, special testing sessions, special university events, or during the hours of worship at Kay Spiritual Life Center) or sound amplification affecting the greater campus community (i.e. amplified events outdoors) is prohibited. Exceptions may be granted in certain areas of campus from 11:00 a.m. - 2:00 p.m., Monday through Friday.

Exceptions to this general guideline will be made only by special permission arranged through the University Center, Mary Graydon Center 274. Special consideration will be given to any academic or administrative programs in the vicinity of a proposed event. If special permission is granted, a sound level agreement will be negotiated which, at a minimum, is in accordance with District of Columbia regulations (specified in DC Law 2-53, District of Columbia Noise Control Act of 1977). Violation of the agreement will result in immediate cancellation of the event by Public Safety. The case may be referred to Judicial Affairs.

3. Sound amplification for a university-sponsored event affecting the greater campus community will be permitted under the following conditions:

- A. Outdoor events using amplification will be coordinated by the University Center, Mary Graydon Center 274. University Center and Student Activities staff will exercise professional judgment in determining the suitability of proposed entertainment for an outdoor campus site.
- B. Events employing amplified sound will conclude no later than 10:00 p.m. (1:00 a.m. on Friday and Saturday nights) Amplification must be provided by the University Center or AUAV, unless an exception is granted and arrangements are coordinated through the University Center.
- C. During the event, University staff will measure the sound level along the following campus boundaries: Cassell steps to the north, Fletcher Gate to the south, Hannay Gate to the east, and University Avenue (immediately behind the soccer field) to the west.

4. Amplified sound from on campus may not exceed 65 dbA at these boundary points, in accordance with DC Law 2-53. During the event, University staff will also measure the sound level at 50 feet centerline from the sound source, where readings may not exceed 105 dbA or 100 dbC.

5. The Department of Public Safety will respond to complaints by contacting the person in charge of the event and assisting in measuring the sound level at the campus boundary location closest to the source of the complaint and at 50 feet centerline from the sound source. If either or both sound readings exceed the approved decibel levels, amplification must be adjusted to fall within the specified limitations.

If the Department of Public Safety receives additional complaints, the event will be cancelled and the case may be referred to Judicial Affairs.

