

# Oklahoma State University Center for Health Sciences - Safety and Security



## Event Permit Application

*Required for all events expecting attendance of more than 50 people*

Name of Event: \_\_\_\_\_

Short Description of Event: \_\_\_\_\_

Name of Department/Sponsor: \_\_\_\_\_

Address of Department/Sponsor: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Maximum Occupancy of Venue: \_\_\_\_\_

Date and Time of Planning Meeting: \_\_\_\_\_

### The following items should be completed prior to submitting your event permit (if applicable):

1. Secure venue/location for event.
2. Work with University Fire Marshal to determine occupancy load for the event.
3. Secure Crowd Managers or First Aid responders if required.
4. Contact OSUPD and Facilities Management to determine if their support is required.
5. If external vendors are used, the sponsoring group should contact Risk Management for guidance on insurance requirements for the vendor.
6. Prepare a sketch of the proposed event setup; include tables, chairs, stage, podium, pa systems, exits, etc. Sketch shall be submitted with the event permit.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Applicant

Fax or email no later than 2 weeks prior to the event.

Safety and Security, OSU-CHS, fax: 918-561-1283, security.safety@okstate.edu

### FOR OFFICE USE ONLY

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Date Approved	CHS Approving Official