



## 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 \_\_\_\_\_

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

Applicant

**Mail:** Environmental Health & Safety, University Health Services, Suite 002,  
**Fax:** 744-7148 or **Email:** fls@okstate.edu **No later than 2 weeks before the event**

**FOR OFFICE USE ONLY**

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Date Approved	OSU Code Official