

Oklahoma State University
Environmental Health & Safety



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 _____

FOR OFFICE USE ONLY

_____	_____
Date Approved	OSU Code Official