

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: _____

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 _____

Applicant

Date _____

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

_____	_____
Date Approved	EHS Approving Official