Scheduling a Public Event on Campus

Things to Remember
What is a public event?

Any planned event where 50 or more people are expected to attend.

Public Assembly Events in Campus Buildings
(OSU Policy #3-0830)
Life Safety Code
You will find the Event Permit on our website

https://ehs.okstate.edu/ehs-forms.html

Submit the permit before the 1st planning meeting or no later than 14 days prior to the event.

• Name and short description
• Name of department and/or sponsor
• Contact person
• Date, time, and location of event
• Estimated attendance
• Date and time of planning meeting (if applicable)
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

Mail: Environmental Health & Safety, University Health Services, Suite 002,
Fax: 744-7148 or Email: fis@okstate.edu No later than 2 weeks prior to event.

FOR OFFICE USE ONLY

Date Approved ____________________________ EHS Approving Official ____________________________

REV 9/19
Pre-Event Checklist

1. Secure venue for event.

2. **Determine occupancy load.** Contact the University Fire Marshall (UFM) to discuss if an occupancy load needs to be determined. *This should be done as far in advance as possible to avoid over-inviting/selling of tickets.*

3. **Secure crowd managers/First Aid Responders.** The UFM will assist with establishing the number of crowd managers and/or First Aid Responders that will be required to safeguard attendees. In the case of smaller events, this may not be required. However, this should be confirmed ahead of time with the UFM.

4. **Contact OSU Police Department and/or 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, to scale, of the proposed setup: chairs, tables, stage, podium, PA system, exits, etc. Seating arrangements and setup shall be approved by the UFM.

7. Submit Event Permit Application along with the sketch to fls@okstate.edu or campus mail, 002 University Health Services.
Environmental Health & Safety

Office: Environmental Health & Safety
    University Health Services, Suite 002

Phone: 405-744-7241

Fax: 405-744-7148

Email: fls@okstate.edu

Web: ehs.okstate.edu