



# Scheduling a Public Event on Campus

## Things to Remember



ENVIRONMENTAL  
HEALTH AND SAFETY

## What is a public event?



A public event includes any planned gathering where 50 or more people are expected to attend.

These events require the submission of a permit to the Environmental Health and Safety department.

**Public Assembly Events in Campus Buildings  
(OSU Policy #3-0830)  
Life Safety Code**



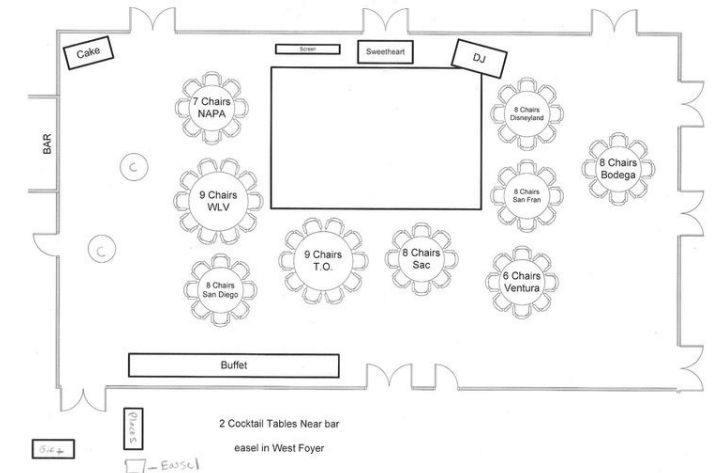
# Pre-Event Checklist

- 1. Secure a venue for the 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.**



# Pre-Event Checklist

- 5. If external vendors are used, the sponsoring group should contact Risk Management for guidance on insurance requirements**
- 6. Prepare a to-scale sketch of the proposed set up.** Include chairs, tables, stage, podium, PA system, exits, etc. Seating arrangements and setup shall be approved by the UFM.
- 7. Your request shall be submitted no later than 2 weeks prior to the event.**



# Accessing and submitting the Event Permit

**Visit [ehs.okstate.edu/forms](https://ehs.okstate.edu/forms) and locate the Event Permit under Fire and Life Safety**

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

**Include the following:**

- 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)
- Attach sketch of the event area and any documents for external vendors with approval from Risk and Property Management





OKLAHOMA STATE UNIVERSITY

## Event Permit Request

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

Submit no later than 2 weeks prior to event.

**The following items should be completed and documentation submitted with the event permit (if applicable):**

1. Secure venue/location for event.
2. Work with the University Fire Marshal to determine occupancy load for the event.
3. Secure crowd managers or First Aid responders if the expected attendance is 250 or more.
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 including tables, chairs, stages, podiums, pa systems, exits, etc. The sketch should be submitted with the event permit.

### Requester

Email Address \*

Phone Number \*

First Name \*

Last Name \*

# Accessing and submitting the Event Permit

## What to expect after submitting the event permit request

- You will receive a confirmation of your request submittal
- After the request has been reviewed you will get a confirmation your permit has been approved or you will get a notice that additional information/documentation is required



# Contact EHS

## Environmental Health and Safety

**O** | 405.744.7241

**F** | 405.744.7148

**E** | [ehs@okstate.edu](mailto:ehs@okstate.edu)

University Health Services, Suite 002

[ehs.okstate.edu](http://ehs.okstate.edu)

