



Environmental Health & Safety

Application for Event Permit

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

Send to Environmental Health & Safety, University Health Services, Suite 002
(or fax to 744-7148), [Bc`UHf`hUb`%\(`XUmg`df\]cf`hc`Yj`Ybh'](mailto:ehs@okstate.edu)

FOR OFFICE USE ONLY

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Date Approved	OSU Code Official