



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/index>

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)

Oklahoma State University
Environmental Health & Safety



Event Permit Application

Required for all events expecting attendance of more than 50 people

Print

Submit

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 2 weeks prior to event.

FOR OFFICE USE ONLY

_____	_____
Date Approved	OSU Code Official

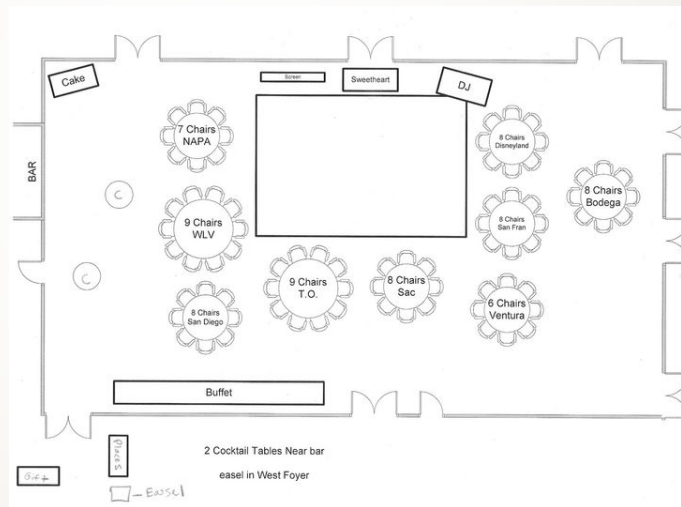


Pre-Event Checklist

- 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.**

Pre-Event Checklist continued

- 5. 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.



- 6. Submit Event Permit Application along with the sketch to fls@okstate.edu or campus mail to John Bond, 002 University Health Services.**



Environmental Health & Safety

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

Phone: 405-744-7241

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