Outdoor Event Request Form
Meeting & Conference Services | 179 Student Union
ph: 405.744.5232 | email: meetings@okstate.edu
web: meetings.okstate.edu

Individual students and student organizations are required to register all on-campus events. These events must be registered no later than 10 working days before the event is scheduled to occur. OSU Police Department requires at least 10 working days' notice if security is required. OSU Transit requires at least 10 working days' notice if transportation is required. The location and equipment needed should be reserved at least two weeks in advance. If the event is being organized by multiple organizations each group must be disclosed. For additional guidelines and policies, please visit Meeting & Conference Services online at meetings.okstate.edu. This request is on hold until you receive an email confirmation.

Organization Name: _______________________________________________________________________________
Billing Address: ________________________________________________________________________________
Title of Event: ______________________________________________________________________________________
Date(s) of Event: ____________________________________________________________________________________
Start Time: ____________ End Time: ______________
Estimated Attendance: _____ (No. of University Guests: _____ No. of Non-University Guests _____)
Event Description: ________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
Event Type (please check all that apply):
__Awareness/ Flier Distribution __Food & Beverage (Food waiver req.) __Recreational
__Bake Sale __Fundraiser/ Philanthropy __Run/ Walk
__Cookout/ Grill __Music (70 decibel limit) __Ticket Sales
__Cultural Event

Location(s) Preference:
__Bartlett Lawn __Life Sciences East Lawn __Student Union North Plaza Amphitheatre
__Classroom Building Lawn __Noble Research Center Lawn __Student Union North Plaza Upper Area
__Cordell Lawn __North Murray Lawn __Thatcher Lawn
__Engineering South Lawn __Old Central Lawn __Theta Pond
__Gunderson Lawn __Paul Miller Lawn __Willard Lawn
__International Mall Lawn __Seretean Lawn

Equipment Needs*:
__Tables __Tent (OKIE Check req.) __Water/Hose __Recycle Cans
__Chairs __Trash Cans __Electricity __Sound System
__Stage __Water/Hose __Inflatables __Other: ________________________________

* Contact OSU Facilities Management at fm.okstate.edu to submit a work order for your equipment needs.

Organization Contact Information
Coordinator: ____________________________ E-mail: _____________________________ Phone: ______________
2nd Contact: _____________________________ E-mail: _____________________________ Phone: ______________

I understand and agree to the stated terms outlined in the Oklahoma State University Event Policies and Procedures. By signing below, I agree to be present or available throughout the event as the sponsoring organization's representative. All events are contingent upon facility availability and approval. If all details are not completed on this form, it's not approved and could cause your event to be cancelled.

Signature of Coordinator: ____________________________ Date: __________________________

For Internal Use Only
Facility Approval: __________________________________ Date: ______________
Security Approval (if required): __________________________________ Date: ______________