

**MCS USE ONLY**

Hold: \_\_\_\_\_  
Update: \_\_\_\_\_  
Confirm: \_\_\_\_\_

# Gameday Tailgate Request Form

Meeting & Conference Services | 179 Student Union  
ph: 405.744.5232 | email: meetings@okstate.edu  
web: [meetings.okstate.edu](http://meetings.okstate.edu)



For the purposes of tailgate reservations, University entities are defined as: *Recognized Student Organizations, Academic Departments, and Staff Departments*. These entities have the opportunity to reserve space in a guaranteed location on a game-by-game and/or recurring basis at no charge. 25'x25' plats have been designated at the Old Central Lawn and International Mall Lawn and will be allocated on a first-come, first-served basis.

For more information, visit [tailgate.okstate.edu](http://tailgate.okstate.edu) to download the 2018 Football Gameday and Tailgate Guidelines. ***This request is on hold until you receive an email confirmation.***

**SETUP TIMES:** Though your space will be reserved, no tailgates may be staged or set up on campus prior to 6:00 p.m. the Thursday before each Saturday game. Set up for a weekday game may commence after 6:00 p.m. on the day prior to gameday. All tailgating equipment should be removed from campus by 10:00 P.M. or two hours following the conclusion of the game. Tailgating items staged or placed prior to 5:00 p.m. on those days will be removed by the University and may be claimed by calling (405) 744-2844. Items not claimed may be disposed of by the University at its discretion.

**Organization Name:** \_\_\_\_\_

**2018 Football Game Date(s):**

\_\_\_\_\_ Aug. 30 (Missouri State)      \_\_\_\_\_ Sept. 22 (Texas Tech)      \_\_\_\_\_ Oct. 27 (Texas)  
\_\_\_\_\_ Sept. 8 (South Alabama)      \_\_\_\_\_ Oct. 6 (Iowa State)      \_\_\_\_\_ Nov. 17 (West Virginia)  
\_\_\_\_\_ Sept. 15 (Boise State)

**Location(s) Preference:**

*\*Please refer to the tailgate location maps for your preferred spot. Requests are based on availability.*

\_\_\_\_\_ International Mall Lawn      \_\_\_\_\_ Old Central Lawn

**Organization Contact Information:**

Coordinator: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

2<sup>nd</sup> 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 tailgate as the sponsoring organization's representative. All requests are contingent upon availability and approval.*

**Signature of Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***For Internal Use Only***

Facility Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Security Approval (if required): \_\_\_\_\_ Date: \_\_\_\_\_