

MCS USE ONLY

Hold: _____

Update: _____

Confirm: _____

Indoor 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 cancellation/no-show fees and additional policies, please visit Meeting & Conference Services online at meetings.okstate.edu. This request is on hold until you receive an email confirmation.**

Organization Name: _____

Campus Billing Address: _____

Title of Event: _____

Date(s) of Event: _____

Start Time: _____ End Time: _____ Organization Account Number: _____

Estimated Attendance: _____ (No. of University Guests: _____ No. of Non-University Guests _____)

Event Description: _____

Are you charging or selling tickets for the event? Yes ___ No ___

Are you seeking sponsorships for the event (university or non-university groups)? Yes ___ No ___

Do you need to order food/beverages? Yes ___ No ___

Do you have audiovisual needs? (i.e. projector, screen, laptop, etc.) Yes ___ No ___

Location(s) Preference:

- | | | |
|--|--|--|
| <input type="checkbox"/> 203-Theater ^ (tech fees apply) | <input type="checkbox"/> 408-Case Study 1 ^^ | <input type="checkbox"/> 460-Regency Room * |
| <input type="checkbox"/> 205-Campus Life East * | <input type="checkbox"/> 412-Council Room | <input type="checkbox"/> 465-Starlight Terrace (tech fees apply) |
| <input type="checkbox"/> 230-Campus Life West * | <input type="checkbox"/> 413-Exhibit Room 1 | <input type="checkbox"/> 470A-A&M Room * |
| <input type="checkbox"/> 265-Ballroom (tech fees apply) | <input type="checkbox"/> 416-Case Study 2 ^^ | <input type="checkbox"/> 470B-Caucus Room |
| <input type="checkbox"/> 270-French Lounge | <input type="checkbox"/> 417-Exhibit Room 2 | |
| <input type="checkbox"/> 280-Sequoyah Room | <input type="checkbox"/> 450-Oklahoma Room | |
| <input type="checkbox"/> 297-Suite 1600 | <input type="checkbox"/> 456A-Varsity Room * | <input type="checkbox"/> Bennett Memorial Chapel (rates apply) |
| <input type="checkbox"/> 302-Student Union Board Room * | <input type="checkbox"/> 456B-Pioneer Room * | <input type="checkbox"/> Noble Research Center Atrium |

^ Theater-style setup only * Conference-style setup only ^^ Tiered classroom setup only

Event Setup** (sample setup types on page 2):

- | | | | |
|------------------------------------|-------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Banquet | <input type="checkbox"/> Classroom | <input type="checkbox"/> Herringbone | <input type="checkbox"/> Reception |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Clear Room | <input type="checkbox"/> Hollow Square | <input type="checkbox"/> Theater |
| <input type="checkbox"/> Chevron | <input type="checkbox"/> Conference | <input type="checkbox"/> Perimeter Seating | <input type="checkbox"/> U-Shape |

** Additional fees may apply when standard setup is not used

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 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.

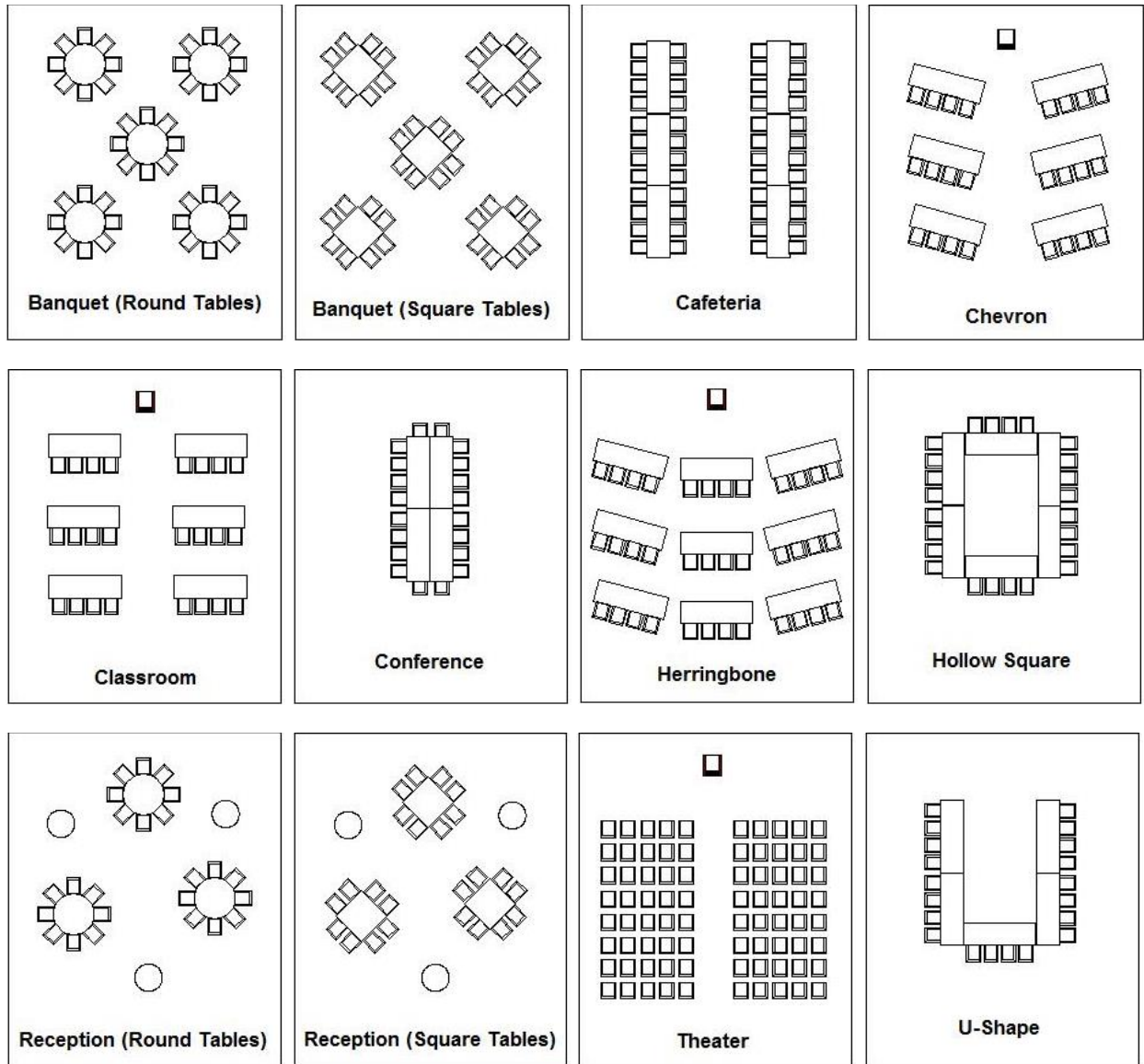
Signature of Coordinator: _____ Date: _____

For Internal Use Only

Facility Approval: _____ Date: _____

Security Approval (if required): _____ Date: _____

Sample Event Setup Types



For Internal Use Only

- Event is happening outside of approval timeline
- Majority of event participants are from off campus
- Event takes place past 10:00 p.m.
- Event takes place Thursday-Sunday
- Admission is being charged
- Nature of the event is deemed a high-risk activity
- Event has a demonstrated history of risk
- Event has an outside sponsor

When two or more of the above event triggers are indicated, further review by the Director of the Student Union or a designee will be required and may result in further evaluation by University Police or other campus safety departments having jurisdiction or oversight for campus facilities, events, and activities. This review would need to be concluded and approved before the event can proceed.