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:

   _203-Theater ^ (tech fees apply)
   _205-Campus Life East *
   _230-Campus Life West *
   _265-Ballroom (tech fees apply)
   _270-French Lounge
   _280-Sequoyah Room
   _297-Suite 1600
   _302-Student Union Board Room *
   _408-Case Study 1 ^^
   _412-Council Room
   _413-Exhibit Room 1
   _416-Case Study 2 ^^
   _417-Exhibit Room 2
   _450-Oklahoma Room
   _456A-Varsity Room *
   _456B-Pioneer Room *
   _460-Regency Room *
   _465-Starlight Terrace (tech fees apply)
   _470A-A&M Room *
   _470B-Caucus Room
   _470-Council Room
   _470D-A& M Room *
   _470E-Cr eam Room
   _470F-Cculus Room
   _450-Bennett Memorial Chapel (rates apply)
   _456A-Noble Research Center Atrium

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

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

   ___Banquet ___Classroom ___Herringbone ___Reception
   ___Cafeteria ___Clear Room ___Hollow Square ___Theater
   ___Chevron ___Conference ___Perimeter Seating ___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

- Banquet (Round Tables)
- Banquet (Square Tables)
- Cafeteria
- Chevron
- Classroom
- Conference
- Herringbone
- Hollow Square
- Reception (Round Tables)
- Reception (Square Tables)
- Theater
- U-Shape

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.