

**Oklahoma State University  
- Oklahoma City Campus**



**Event Permit Application**

*Required for all events*

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: OSU-OKC Safety & Security, Business Technology Room 100

Fax: (405) 945-9108 or Email: security@osuokc.edu No later than 2 weeks before event

**FOR OFFICE USE ONLY**

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Date Approved	OSU Code Official