UNIVERSITY OF OKLAHOMA
SPECIAL EVENTS REQUEST FORM

NOTE: This form must be completed, signed and submitted to the Risk Management Department a minimum of fifteen (15)-days prior to the event except for competitive races, runs, walks which require longer lead times. Please submit to: Risk Management Department, NEL Building 905 Asp Ave. Rm. #112 Norman, OK 73019-6041 or email to OUSpecialevents@ou.edu. Student groups should coordinate through the proper student affiliated authority.

Event Name: ___________________________  Event Location: ___________________________

Event Date (s): ___________________________  Event Time (s): ___________________________

Event Description: ___________________________

Estimated number of people attendees? ___________________________  Indoor or Outdoor Event? ___________________________

Event Coordinator Name: ___________________________  Department/Group: ___________________________

Event Coordinator E-Mail: ___________________________  Event Coordinator Phone: ___________________________

EVENT LOCATION APPROVAL

Has your event location been approved? [ ] Yes [ ] No  If so, by whom? ___________________________

Has a facility use agreement been obtained? [ ] Yes [ ] No [ ] Pending

Will measures be taken to protect the site? [ ] Yes [ ] No [ ] Unsure

Do have a site plan which depicts all the details and activities associated with the event? [ ] Yes [ ] No

For questions regarding event location approval: (405) 325-0530 or email: kimf@ou.edu

EXOTIC OR DOMESTIC ANIMALS

Will there be any exotic or domestic animals utilized as part of your event? [ ] Yes [ ] No

If so, what kind of animals will be involved and how many of each?

Do you have shot/vaccination records for all of the animals associated with the event? [ ] Yes [ ] No

Will appropriate measures be taken to corral, contain or tether the animals? [ ] Yes [ ] No

For general questions on exotic or domestic animal protocols: (405) 325-5145 or email: kleach@ou.edu

FIRE AND LIFE SAFETY

Please check all that apply for your event: [ ] Tents [ ] Stages/Platforms [ ] Special Occupant Loads

[ ] Pyrotechnics/Special Effects [ ] Cooking/Propane [ ] Other Open Flame [ ] Inflatables

[ ] Carnival Rides [ ] Land Based Mobile Craft [ ] Aircraft (Planes, Hot Air Balloons, or Helicopters)

[ ] Dunk Tanks [ ] Competition Involving Engineered Equipment [ ] Special Structures

For permits, inspections, or general fire and life safety inquiries: (405) 325-2983 or email: fire@ou.edu

INSURANCE

Will third party (outside) groups be involved with this event? [ ] Yes [ ] No  If so, how many?

Do the third party groups have Liability, Workers Compensation & Auto Insurance? [ ] Yes [ ] No

For questions regarding third party insurance requirements: (405) 325-5433 or email: thartley@ou.edu

EMERGENCY PREPAREDNESS

Note: An event Emergency Response Plan template is available at www.ou.edu/emergencypreparedness.

This plan is required for outside events, events with more than 250 people, and events that cover a large geographical area (Example: A 5K Run) or any other general event in which it is desired to have the weather monitored.

Have you completed an Emergency Response Plan and submitted to Emergency Preparedness Manager? [ ] Yes [ ] No

Who will make the call to cancel the event if necessary?

For questions regarding emergency preparedness: (405) 325-3063 or email: lteel@ou.edu
**POLICE, SECURITY & TRAFFIC**

Please check all that apply for your event:  
- ☐ Security  
- ☐ Traffic Control  
- ☐ Crowd Control

For questions regarding police, security or traffic: (405) 325-1717 or email: kray@ou.edu

**PARKING**

Please check all that apply for your event:  
- ☐ Reserved Parking  
- ☐ Restricted Access  
- ☐ Temporary Elimination of Parking

For event parking needs or general parking questions: (405) 325-2160 or email: radamo@ou.edu

**UTILITIES AND EQUIPMENT**

Please check all that will be required for your event:  
- ☐ Electric Power  
- ☐ Water  
- ☐ Sanitation  
- ☐ Line Locate for Staking  
- ☐ Tables/Chairs

Will you need street closures and/or barricades?  
- ☐ Yes  
- ☐ No

For any questions or utility needs: (Facilities Management) (405) 325-6211 or email: facilities@ou.edu

**LEGAL**

Is there a risk for patrons or competitors to participate in any event?  
- ☐ Yes  
- ☐ No  

If yes, please describe the associated risks

Will there be a contract or contracts with outside groups (third parties) who will provide equipment or a service for your event?  
- ☐ Yes  
- ☐ No

For any legal questions: (405) 325-4124 or email: jpm@ou.edu

**FOOD SERVICE CATERING**

Will food or beverages be provided at the event?  
- ☐ Yes  
- ☐ No  

Will the event be catered?  
- ☐ Yes  
- ☐ No

Will catering be provided by Housing & Food or an outside vendor?  
- ☐ H&F  
- ☐ Outside Vendor

If provided by an outside vendor, has H & F been made aware?  
- ☐ Yes  
- ☐ No  
- ☐ Pending

For approval of outside vendors: (405)325-6851 fhenny@ou.edu  

Private cooking event?  
- ☐ Yes  
- ☐ No

For any Housing & Food requests: (405) 325-2511 or email: dwells@ou.edu

**MINORS ON CAMPUS**

Do you expect minors under the age of eighteen will be attending this event?  
- ☐ Yes  
- ☐ No  
- ☐ Unsure

Have you read the Minors on Campus Guidelines?  
- ☐ Yes  
- ☐ No  

Do you understand the guidelines?  
- ☐ Yes  
- ☐ No

For any questions regarding minors on campus guidelines: (405) 325-5145 or email: kleach@ou.edu

**LANDSCAPING**

Will outside grounds need to be modified such as cutting, pruning, trimming, or other?  
- ☐ Yes  
- ☐ No

Will there be any staking for tents, inflatables, etc., which could affect irrigation lines?  
- ☐ Yes  
- ☐ No

For any questions regarding landscaping: (405) 325-5658 or email: aking@ou.edu

**ENVIRONMENTAL HEALTH & SAFETY**

Will your event involve any products or materials that are deemed to be hazardous?  
- ☐ Yes  
- ☐ No

Will your event involve any products or processes that will require any personal protective equipment?  
- ☐ Yes  
- ☐ No

Will personal protective equipment be provided for participants?  
- ☐ Yes  
- ☐ No

For any questions regarding environmental health & safety: (405)325-5147 or email: tbrown@ou.edu

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Applicant Signature:  

Printed Name:  

Date:

Approved By:  

Printed Name:  

Date:

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**IMPORTANT:** UNAPPROVED SPECIAL EVENTS ARE NOT PERMITTED

Please refer to the University’s Special Event Policy at: [http://www.ou.edu/risk](http://www.ou.edu/risk)