

THE UNIVERSITY OF OKLAHOMA

FACILITIES USE REQUEST

Please return this completed form to the Office of Real Estate Operations, 3200 Marshall Avenue, Suite 220, Norman, Oklahoma 73072 at least five (5) working days before the event. A meeting will be arranged with the event organizer and university representatives. This form is a request for use of university property and does not guarantee usage. You are responsible for contacting the Office of Real Estate Operations (325-6041) to confirm your reservation and that your application has been approved. *The University expressly disclaims any intent to create a public forum with respect to any of its facilities or outdoor properties.*

Name of Event Organizer: _____

Daytime phone: _____ Fax: _____

E-Mail Address: _____

Type of event planned: _____

Purpose of event: _____

Location Requested: _____

Date(s) of event: _____

Time of event: _____ am/pm to _____ am/pm

Number of people expected: _____

Known or anticipated problems: _____

Emergency phone number and name of person who may be contacted during the event, if necessary _____

My signature indicates that I have read the above information and agree the information on this form is correct:

Signature of Event Organizer

Date

Request approved by

Date