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 Occuipant 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: ahaxel@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
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

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: parking@ou.edu

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

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

Will there be any advertising for this event?  

Yes  No

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

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 fhenry@ou.edu  

Private cooking event?  

Yes  No

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

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

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

Will your event involve any products or materials that are deemed to be hazardous?  

Yes  No

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

Applicant Signature:  

Printed Name:  

Date:

Approved By:  

Printed Name:  

Date:

IMPORTANT: UNAPPROVED SPECIAL EVENTS ARE NOT PERMITTED

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