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Last Approved	08/2026
Next Review	08/2029
Liaison	Kevin Leach: Campus Safety Director
Area	AP>Administration and Finance
Responsible Executives	Vice President and Chief Financial Officer

Special Events Policy - Norman Campus

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Introduction:

The University of Oklahoma permits the use of campus facilities (indoor and outdoor) for special events proposed to be held by internal and external groups provided that such events are consistent with the University's mission and are not in violation of applicable law; or any policy or regulation of the University.

Definitions:

A Special Event is defined as any activity proposed to take place on University property which alters the property's ordinary use and/or involves the erecting or placement of tents (larger than 10' x 10'), structures, stages, platforms, inflatables, animals, fixed equipment, artwork, or any similar items, and automotive vehicles, food trucks, aircraft, or other mobile craft in an effort to assemble persons for the purposes of live entertainment/performances, gatherings, celebrations, attractions, participation, races, walks, runs, parades, fairs, festivals, rides, competitions, sponsored outdoor catered events, and similar occasions.

Policy:

1. Special Events may be sponsored by the following organizations:
    a. University academic departments, schools, institutes, etc.

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b. University administrative offices within and operating on behalf of the University

c. Registered and approved student organizations (RSOs) within the University

d. Other University recognized organizations or independent groups

e. University related non-academic departments.

2. **Third Party Groups**

a. Third party groups are outside entities not affiliated with the University that have been hired and/or contracted to provide a service or to conduct business on campus. These groups do not fall under any insurance coverage or self-insurance provisions maintained by the University or the State of Oklahoma and therefore must acquire their own liability coverage and any other insurance as necessary for risks associated with a Special Event.

b. Other non-university organizations seeking to host a Special Event on campus must first obtain approval from the facility for the event. If the facility indicates an initial approval, the non-university organization shall submit their request for the Special Event directly into the system.

3. **Fundamental Intent & Prerequisites**

a. The theme and purpose of a Special Event must be consistent with the mission functions (instruction, research, public service, academic support, student services) of the University and must be compatible with the goals and purpose of the Sponsoring Organization.

b. A Special Event's Sponsoring Organization must notify all appropriate University authorities (e.g., Vice President, Dean, and/or Department Head) of the event, assume all related financial responsibility, and, if applicable, ensure that all parties are properly and timely paid. Where there is no official University sponsoring organization, the Third-Party must submit its request directly as noted in Section 4 below.

c. The Sponsoring Organization must demonstrate that it has considered and taken all appropriate action relative to the Special Event's impacts on the University (i.e., fire safety, security, traffic, parking, and similar concerns).

d. The Sponsoring Organization must comply with all University policies and regulations, including, but not limited to, OU Parking and Traffic Regulations,Tobacco Free Norman Campus Policy, Youth Protection Policy, and building specific rules.

e. The Sponsoring Organization shall designate an event coordinator who will be responsible for:

i. Submitting the event application;

ii. Serving as the main point of contact to coordinate with all applicable University authorities relative to complying with their requirements (fire, life safety, facility use agreements, emergency preparedness, law enforcement/security, utilities, traffic, parking, and other policy-related matters).

iii. Coordinating with outside third parties and obtaining insurance certificates and other necessary documentation;

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iv. Logistical planning and overall execution of the event; and

v. Maintaining a physical presence for the duration of the event.

4. **Submitting Event Applications**

   A. All Special Event requests shall be submitted in accordance with the university process at least fifteen (15) business days prior to the event.

5. **Approval Required**

   A. No group or person shall conduct a Special Event without submitting a completed application and receiving approval from the University. Any unauthorized Special Event in progress will be immediately stopped and disbanded.

Approval Authority:

What is the approval level for this policy?

Former Policy Number:

PolicyTech # / BOR x.x.x.x.x

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Approval Signatures

Step Description	Approver	Date
Policy Office	Michelle Stephens: University Policy Director	08/2026
Responsible Executive	Brian Holderread: Vice President,Campus Ops	08/2026
OLC Review	Shaojuan Jiang: University Counsel	07/2026
OLC Review	Aliza Antonisse: University Counsel	07/2026
Stakeholders	Chase Abbott: Fire Marshal	07/2026
Stakeholders	Kevin Leach: Campus Safety Director	07/2026
Stakeholders	Courtni Covington: Dir of Enterprise Risk Mgmt	07/2026
Stakeholders	Aliza Antonisse: University Counsel	07/2026
Stakeholders	Kasra Ahmadi: Program	07/2026

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	Administrator	
Stakeholders	Shaojuan Jiang: University Counsel	07/2026

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