

# OPSU Campus Event Coordination Form

Please fill out the information below to request campus facilities or equipment, as well as to have the information placed on the OPSU Calendar of Events. All Event Coordination Forms must be completed and turned into the Dean of Students a minimum of two weeks prior to the event.

The Dean of Students is responsible for keeping the OPSU President aware of all campus events. All events/camps/activities are subject to approval by the OPSU administration. If your event is denied, you will be notified in writing.

Off-campus entities will be required to pay a facility-usage fee (rates below). All groups utilizing OPSU facilities must show proof of insurance or pay the campus insurance fee. Any event/camp that involves children under the age of 18 requires that all adults (including college students) supervising must complete the "Minors on Campus" online training. Contact the Dean of Students or Vice President of Academic Affairs and Outreach to access the training.

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**Name of Event** \_\_\_\_\_

**Today's Date** \_\_\_\_\_ **Event Date(s)** \_\_\_\_\_

**Event Begin Time** \_\_\_\_\_ **Event End Time** \_\_\_\_\_

**Set-up Time** \_\_\_\_\_ **Tear-down Time** \_\_\_\_\_

**Sponsoring Organization** \_\_\_\_\_

**Contact Name** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**Expected Attendance** \_\_\_\_\_

**Brief Description of Event** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Event Location:**

\_\_\_ Ballroom-\$100/day (Rantz Trayler)

\_\_\_ Fieldhouse-Rates Vary (Megan Mulcahy)

\_\_\_ Noble Center-Rates Vary (Amber Fesmire)

\_\_\_ Auditorium-Rates Vary (Tito Aznar)

\_\_\_ Classrooms-\$50/day (Abby Evans)

\_\_\_ Other Building/Facility-Rates Vary (Rantz Trayler)

\_\_\_\_\_

**This event is for (check all that apply):**

- Students     Faculty     Staff     Alumni     Community     Minors (under 18)

**This event (check all that apply):**

- Open to Public     Invite Only     Requires Registration     Camp     Free
- Admission/Registration Fee     Campus Insurance (\$3/person)     Other Charges
- Post to Online Calendar     Post to Indoor Signs     Post to Outdoor Signs

**Audio-Visual Requirements**

- Laptop (PC)     Projector     Screen     Sound System     DVD Player
- Other \_\_\_\_\_

**Specific Sound System Requirements**

- Wireless Microphones #\_\_\_\_  Lectern w/ Microphone     Computer Presentation w/ Audio
- Additional Microphones #\_\_\_\_     None     Other \_\_\_\_\_

**Set-up Information**

\_\_\_\_ Tables (8-ft. rectangular) #\_\_\_\_    Delivery Location \_\_\_\_\_

\_\_\_\_ Chairs #\_\_\_\_    Delivery Location \_\_\_\_\_

Please attach a drawing/sketch of the room layout if requesting the OPSU Ballroom.

**Other Special Requests (garbage cans, parking, security, etc.):** \_\_\_\_\_

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**For campus catering services, contact Great Western Dining at 580-349-1006. All table cloths and table skirts must be reserved through Great Western Dining.**

Does this event involve minor children under the age of 18?	Yes	No
If yes, have all adult supervisors completed the "Minors on Campus" training?	Yes	No