

# FACILITY REQUESTS

Oklahoma Panhandle State University

•We will no longer be using paper copies to book facilities at OPSU.

•All event facility request must be completed online!

•All event/facility requests should be sent through the online form.

## Guidelines for Facility Requests

A facility request should be made as far in advance as possible or a minimum of 3 weeks (15 business days) before an event is said to take place.

Allow extra time for facility requests that are submitted on or near campus breaks.

Cancellations are requested no later than five business days prior to the scheduled event. Cancellation fees may be charged if cancelled after five days.

All requests will require a set-up illustration due at the time of submission of form.

## Tips for Facility Requests

Make sure that your event name and description are as detailed as possible, this will ensure that your event is approved in a timely manner.

If you submit the form correctly—a confirmation email will be sent to you to let you know that your request has been submitted.

Once the request has been completed online it will be sent to the Office of Outreach for approval.

Your facility request is NOT approved until you receive an email confirming that your event is APPROVED!

To find the facility calendar search for opsu.facilities on outlook calendars..

## Catering

If you are requesting catering, please contact:  
Mariah Bays—[mariah.bays@opsu.edu](mailto:mariah.bays@opsu.edu)—(580)349-1552

If you are using university funds for your catering, then you will need

**To submit an online facility request:**

**Go to: <http://www.opsu.edu/Events/Request/>**

If you have questions?  
Contact:  
[mariah.bays@opsu.edu](mailto:mariah.bays@opsu.edu)

