

Oklahoma Panhandle State University
P.O. Box 430
Goodwell, OK 73939
FAX 580-349-2302, Phone 580-349-1362

Facility Request and Events Coordination Check List

Event Information:

Name of Event _____
Date/Time of Event _____
Sponsoring Organization, Business or Entity _____
Location _____
Contact Person _____ Mailing Address _____ Phone _____ Fax _____
Signature of Contact Person _____
Expected Attendance _____

Off-campus entities will be issued a Facility Use Permit which will require a facility use fee (rates listed below). All groups utilizing OPSU facilities must show proof of insurance or pay the campus insurance fee.

Coordination Process:

Building Reservation and Climate Control Request

Ballroom-\$100/per day (Jessica Lofland) Oscar Williams Fieldhouse-Rate Vary (Jerry Olson)
 Noble Center-Rates Vary (Amber Hollis) Auditorium-Rates Vary (Russell Guthrie)
 Classrooms-\$50/per day (Abby Evans) Other Building/Facility-Rates Vary (Jessica Lofland)

Other Services

Tables (8-ft. rectangular) # _____ Delivery Location _____
 Chairs # _____ Delivery Location _____
 Liability Insurance-\$2.75/person
 If you need catering services, contact Sodexo at 580-349-1006.
 Guest Housing (Tere Curtis)
 Sound System (Jessica Lofland for portable system)
 If you need a campus photographer, please contact Laura Hays at least two weeks prior to the event.

Security Process:

Services Requested

Private Security (Jessica Lofland)
 Police Services (Jessica Lofland)

Presidential Notification:

The Director of Student Services is responsible for keeping President aware of all campus activities.

After filling out this form, please FAX to the Director of Student Services at 580-349-2302 or mail to Jessica Lofland, P.O. Box 430, Goodwell, OK 73939, at least two weeks prior to your event. All camps and events are subject to approval by OPSU. Once your camp or event has been approved, you will be notified.