

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.

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 (Jessica Lofland)

___ Fieldhouse-Rates Vary (Wayne Stewart)

___ Noble Center-Rates Vary (Amber Fesmire)

___ Auditorium-Rates Vary (Russell Guthrie)

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

___ Other Building/Facility-Rates Vary (Jessica Lofland)

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.): _____

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

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