

Revised 3/16

Complete form and submit it to the Office of Safety at least two weeks prior to the proposed activity/event. All fields are required. **The Office of Safety reserves the right to deny requests not received two weeks in advance.** Activity/event approval or denial will be communicated via email to the contact person provided. If needed, [form instructions](#) are located on the Office of Safety website.

Activity/Event Name: _____

Activity/Event Type (select one): Social Educational Other: _____

Activity/Event Description (be specific): _____

Activity Building/Campus Location*: _____ Activity Room*: _____ Facility Contacted: Yes No

Facility Contact Name/Number: _____ Facility Use Agreement Needed*: Yes No

* Facility reservations are the responsibility of event coordinator/sponsoring organization; facility contact will tell coordinator/sponsor if Facility Use Agreement is needed.

Start Date: _____ Start Time: _____ End Date: _____ End Time: _____

Other: _____ Reoccurring Activity/Event: Yes No

Location/facility access is necessary for set-up prior to activity/event start time: Yes No Open doors for set-up at: _____

Occurs: Weekly Monthly | Week: 1st 2nd 3rd 4th | Day: S M T W R F S

Sponsor(s)/Organization(s): _____ Nonprofit or Small Group*

* See definitions of Nonprofit and Small Group in the [Activity, Events, and Short-Term Rental policy](#).

Contact Person(s): _____ Phone: _____

Contact Email: _____ Address: _____

Participants/Guests: Campus Community General Public Invited guests Other: _____

Expected number of people attending: _____ Admission Fee: Yes No Amount: \$ _____

Concessions/Vendors: Yes No List: _____

Food ([see Sanitation/Food policy](#)): Yes No Describe: _____

Food provided by: _____

If services are not available in or provided by the facility, the sponsor must contact the following departments directly to arrange for services. If arrangements have been made, identify the individual contacted when arrangements were made.

<input type="checkbox"/> Parking	Parking Services (701-777-3655)	Parking accommodations must be made online .
<input type="checkbox"/> Security: Staff on duty	UND Police Department (701-777-3491)	Contact: _____
<input type="checkbox"/> Security: Building access after-hours	Activity/Event Location/Facility	Contact: _____
<input type="checkbox"/> Food/Beverage	Campus Catering (701-777-2256)	Contact: _____
<input type="checkbox"/> Campus/Public Notice	Public Relations (701-777-2731)	Contact: _____
<input type="checkbox"/> Utilities: Tables, chairs, equipment, etc.	Facilities Management (701-777-2591)	Contact: _____
<input type="checkbox"/> Wireless network guest access	Guest Access	Network access accommodations must be made online .

Special permits are required for pyrotechnics, recreational fire, noise and other instances. Contact the Office of Safety for instructions: (701) 777-3341.

Past problems or potential risks: _____

Other pertinent information: _____

If activity/event is approved, contact/sponsoring department is responsible for obtaining all necessary permits, variances, utilities and goods/services needed. Arrangements with each department providing goods/services should be made at least two weeks in advance of activity/event. Each department may have specific forms/procedures that must be followed in order to obtain goods/services.

I certify that the information provided on this form is correct to the best of my knowledge.

Signature: _____ Date: _____