Request for campus event— off-campus entity

Application date: ________________________

Host organization: ____________________________
Contact name: ____________________________ Phone: ____________________________
E-mail: ____________________________ Fax: ____________________________

MSU sponsor: ____________________________
Contact name: ____________________________ Phone: ____________________________
E-mail: ____________________________ Fax: ____________________________
Campus address: ____________________________
MSU account #: ____________________________

Name of event: ____________________________
Type of activity: ____________________________
Date(s) and time(s) of event: ____________________________
Date(s) and time(s) of set-up and take-down: ____________________________
Number of people expected: ____________________________

If activity has been held at MSU previously, list dates of previous instances:
__________________________________________________________

Location requested: ____________________________
If 5K, list registration location. “Start” and “Finish” are flexible with permission.

Please check all that apply:
☐ Revenue-generating ☐ Charity ☐ Social ☐ Academic
☐ Severe weather provisions may be necessary (please describe):

☐ Prepared food to be provided
Describe menu:
__________________________________________________________
Caterer: ____________________________ License #: ____________________________

☐ Food to be prepared on-site (requires STFU Food License; see guidelines)
Describe menu:
__________________________________________________________
STFU license #: ____________________________

Tent permission requested ☐ with stakes (grass only) ☐ w/o stakes Size:
Tents in parking lots or on pavement are only permitted with the use of water barrels or sandbags;
no stakes. Tent company is responsible for calling Miss Dig at 800-482-7171.

Would you like to request any of the following components? Please describe.
☐ Signs: ____________________________
☐ Electrical feed: ____________________________
☐ Outdoor furniture: ____________________________
☐ Restroom access: ____________________________
☐ Parking/traffic provisions/security: ____________________________
☐ Amplified sound (include times): ____________________________
Submitting the form

You may submit this form one of two ways:
1) Scan it and send it via e-mail to campusevents@pplant.msu.edu.
2) Mail it to the following address:
   University Events Coordinator
   Infrastructure Planning and Facilities Building
   1147 Chestnut Road
   Room 39
   East Lansing, MI 48824

If you have any questions about this form, please contact the University Events Coordinator at 517-432-0547.