

# Event Request Form

All approved events must reserve the appropriate space through scheduling services at [mnstate.edu/mymsum/scheduling-services](http://mnstate.edu/mymsum/scheduling-services). This form provides links to the applicable MSUM policies that must be followed. All events require approval from MSUM Public Safety at least 48 hours prior to the requested start of the event to assist organizers so the event takes place in a constructive and peaceable manner and to ensure participants' safety.

**Chalking Request**  
[mnstate.edu/about/policies-procedures/list/facilities-space-use/](http://mnstate.edu/about/policies-procedures/list/facilities-space-use/)

**Campfire Request**  
[cityofmoorhead.com/departments/fire/recreational-fires](http://cityofmoorhead.com/departments/fire/recreational-fires)

**Sound Amplification Request**  
[cityofmoorhead.com/home/showdocument?id=2376](http://cityofmoorhead.com/home/showdocument?id=2376)

**Peaceful Protest or Demonstration**  
[mnstate.edu/about/policies-procedures/list/protests-demonstrations/](http://mnstate.edu/about/policies-procedures/list/protests-demonstrations/)

**Use of Outdoor Space**  
[mnstate.edu/about/policies-procedures/list/facilities-space-use/](http://mnstate.edu/about/policies-procedures/list/facilities-space-use/)

**Bulletin Board, Advertising and Publicity Request**  
[mnstate.edu/about/policies-procedures/list/advertising/](http://mnstate.edu/about/policies-procedures/list/advertising/)

**Hoverboard Use**  
[mnstate.edu/about/policies-procedures/list/facilities-space-use/](http://mnstate.edu/about/policies-procedures/list/facilities-space-use/)

**Displaying Flags**  
[mnstate.edu/about/policies-procedures/list/facilities-space-use/](http://mnstate.edu/about/policies-procedures/list/facilities-space-use/)

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Date of Event/Start Time: \_\_\_\_\_/\_\_\_\_\_  
 Setup Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_  
 Event Takedown/Clean-up Time: \_\_\_\_\_

Purpose of Event / Requested Place:

I have reviewed the appropriate policies and agree to abide by them.

Name of person submitting request: \_\_\_\_\_

Date: \_\_\_\_\_

Completed form must be submitted to the Director of Public Safety either in person or emailed to [ryan.nelson@mnstate.edu](mailto:ryan.nelson@mnstate.edu)

-----Office Staff Use Only-----

To be completed by the Director of Public Safety/Designee:

Request Status:  Approved  Denied

Reason for Denial:

Authorizing Signature: \_\_\_\_\_

Date: \_\_\_\_\_