

# EVENT REQUEST FORM

*All 3rd Party Events occurring on LMU owned or operated property and University -sponsored events (regardless of location), must be approved and coordinated through LMU Risk Management. This form must be completed and submitted, a minimum of four weeks prior to the event date, to riskmanagement@LMU.net.edu.*

## EVENT INFORMATION

<b>Event Name:</b>	
<b>Event Date(s):</b>	<b>Start Time(s):</b>
	<b>End Time(s):</b>
<b>Sponsoring Department/Club:</b>	
<b>Is event co-sponsored with a third party?</b>	
<b>If yes, Name of third party:</b>	
<b>Event Description:</b> <i>Include anticipated time to begin set-up and complete clean up.</i>	
<b>Event Host:</b>	

*Event host must: 1) be an employee of the University, 2) be the student group/org advisor/designee if it is a student group/org event, 3) work cooperatively with Risk Management to plan and coordinate event, and 4) attend entire event and serve as point of contact during event.*

<b>Event Host Contact Information:</b>	
<b>Daytime Phone:</b>	<b>Evening Phone:</b>
<b>Email:</b>	<b>University Affiliation</b>
<b>Is this a Fundraising event?</b> Yes    No <i>If yes, additional University Advancement requirements will apply to this event.</i>	

## EVENT LOCATION REQUEST

**Where will this event take place?** *Please check box below*

Off of University Property

*Name of off property location:*

*Any facility use agreement required by the facility owner must be processed through contracts@LMU.net.edu*

On University Property      *Indicate facility on University property below:*

Classroom                      Bldg & Room #

Conference Room    Bldg & Room #

Tex Turner                      Area:

Practice Field                      Location:                      Harrogate City Park                      Democrat Hollow

Chapel                      Mary Mars Gym                      Dorothy Neely Field                      Convention Center

MPAC                      Lamar Hennon Field

Amphitheatre                      Indoor Tennis Court                      Outdoor Tennis Court

Other:

*Holidays, ceremonies, semester break periods, sporting events, University based activities, and weather may interfere with the ability to reserve a facility.*

## EVENT DETAILS

**Total Number of Anticipated Attendees (including LMU Personnel):**

*Indicate one*

<10      11-25      26-50      51-75      76-100      101-150      >150 (*qualifies as a High Impact Event*)

Are minors expected to attend?      Yes      No      If yes, expected number of minors:

*University policy on Protection of Minors must be abided by, including all training and background requirements.*

**Food/Beverage:** If event is held on University property, Chartwells has the first right of refusal and option to provide food service.

Will food/beverages be served/sold?      Yes      No      If yes, describe:

Do you intend to sell/serve alcohol at the event?      Yes      No

*If yes, you must submit a Request to Serve Alcohol to [contracts@LMU.net](mailto:contracts@LMU.net) for review and approval.*

**EVENT ATTRACTIONS:** *please check all that apply* - **waivers and other documents may be required based upon answers below.**

Pyrotechnics/Special Effects

Exotic Animals

Dunk Tanks

Open Flame Cooking

Domestic Animals

Inflatables

Product/Craft Vendor Face

Carnival Rides

Food Trucks

Painting/Craft Tables Land

Exhibitor

Guest Speaker

Based Mobile Craft

Aircraft (planes, hot air balloons, drones, helicopters)

Competition involving engineered equipment (STEM activities, tech challenges)

Sporting Participation (5k, marathon, relay race, walk, kickball, Olympics, knocker ball, Frisbee tournament)

Guest Performer (theatre, musician, do, band, demonstration, workshop instructor)

Other:

*please  
describe*

**SECURITY AND SAFETY NEEDS** (*please check all that may apply*):

Security

Traffic Control

Crowd Control

Reserved/Valet Parking

Barricade

Elimination of Parking

Street Closure

Other

**UTILITIES OR EQUIPMENT NEEDS** (*please check all that may apply*):

Audio

Video

Tables

Chairs

Stage/Platform

Electricity

Water

WiFi

Protective Equipment for Participants

**ADVERTISING & PROMOTIONAL NEEDS** (*please check all that may apply*): How do you intend to advertise or promote this event?

Social Media

Flyer

Radio

Mailer

TV

Merchandise giveaway

LMU Website

Other

*Events may not be advertised or promoted until approved. Use of the LMU name and logos in advertisements and promotions must be pre-approved by the Office of Public Relations.*

To request approval for an event, the department sponsoring the event should submit a completed Event Request Form to the Dean or Division Vice President. Approval for an event should be requested as soon as possible to ensure that all necessary paperwork and funding have been completed.

Once approved, all items must be completed no later than one week prior to the start date of the event.

\_\_\_\_\_  
Event Host

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Risk Management Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facilities Manager

\_\_\_\_\_  
Date