

EVENT REQUEST FORM

All Events occurring on LMU owned or operated property (regardless of location), must be approved. 3rd Party Events are coordinated through Facilities and Risk Management. This form must be completed and submitted, a minimum of four weeks prior to the event date, to

Facilities.Management@LMU.net.edu.

This form does not finalize event planning - contracts, vendor agreements and 3rd party agreements must be approved through contracts@LMU.net.edu.

Failure to provide a detailed and complete form may result in a delay in approval or the event.

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.

EVENT INFORMATION

Event Name:

Event Date(s): Start Date

Set Up Time

Event Start Time

End Date

Event End Time

Clean-Up End Time

Sponsoring Department/Club:

Is event co-sponsored/hosted by a 3rd party?

No

Co-Sponsored with LMU

Hosted by 3rd Party

If yes, Name of 3rd party:

Event Description: Detailed with all activities as these will go on the event calendar- attach additional sheet if needed.

LMU Participants Only:

Yes

No

Event Host:

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.

Event Host Contact Information:

Work Phone:

Cell Phone:

Email:

Is this a Fundraising event? Yes No

1) Will your event involve sales revenue? Yes No

2) Will your event involve donations, sponsorships, or other charitable giving? Yes No

***If Yes, answer additional questions**

If yes, on #2, additional University Advancement requirements will apply to this event.

EVENT LOCATION REQUEST

Where will this event take place? Please check box below

Off of University Property

Name of off property location & address:

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 at Tex Turner:

Practice Field*

Location:

LMUPark*

Democrat Hollow*

Chapel

Mary Mars Gym

Dorothy Neely Field*

Convention Center

MPAC

Lamar Hennon Field*

Amphitheatre*

Indoor Tennis Court

Outdoor Tennis Court*

Other:

* Please indicate in the "Other" field an alternate indoor location or if event will be canceled if held outside and weather interferes with event.

EVENT DETAILS

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

<10 **11-25** **26-50** **51-100** **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. If a 3rd party is requested Chartwells must decline the event first. ***If Yes on food/bev. complete the info in the box below stating caterer/where food is coming from.**

Will food/beverages be served/sold? Yes* No

If yes – please detail:

Will there be alcohol at the event? Yes* No

It is the host's responsibility to contact Chartwells for their catering needs. Contact Joe Paoletta at joe.paoletta@compass-usa.com or call 216.215.5637

If yes, you must submit a Request to Serve Alcohol to contracts@LMU.net for review and approval. The form may be obtained on the Legal Services page of [MyLMU](#).

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 or Cooking	Domestic Animals	Inflatables
Product/Craft Vendor	Carnival Rides	Food Trucks - <i>List names in details or other</i>
Face Painting/Craft Tables Land	Exhibitor	Guest Speaker Paid Not Paid
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 (art, demonstration, instructor, etc.)	3rd Party Vendor or Guest	Yes No
Other:		
<i>Please describe</i>		

SECURITY AND SAFETY NEEDS (*please check all that may apply*): Contact 423.869.6911 for assistance.

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 Contact	Tables	Chairs	Water	Contact
WiFi	IS at	Electric	Stage/Platform	PPE	Maintenance at
	423.869.7411				423.869.6464

ADVERTISING & PROMOTIONAL NEEDS (*please check all that may apply*): How do you intend to advertise or promote this event? Contact Marketing at 423.869.6432

Social Media	Flyer	Radio	Mailer	TV
Merchandise giveaway	LMU Website	Other		

Event Goes On Which Calendar:

Public (Open to the Community) Private Both

*** If public event or both, provide a detailed description of your event to post on the LMU website**

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.

_____	_____
Host	Date
_____	_____
Additional Approver	Date
_____	_____
Additional Approver	Date
_____	_____
Dean	Date
_____	_____
Vice President	Date
_____	_____
Risk Management	Date
_____	_____
Facilities Manager	Date
_____	Accept Event Accept Food Truck
Chartwells ***	Deny Event Deny Food Truck
_____	_____
Campus Police & Security	
_____	Approve Change Room _____
Facility Scheduler	Deny

Additional Approver	

Comments/Notes from reviewers:

FOR FACILITY MANAGEMENT/FINANCE USE ONLY

If for 3rd party hosted events a Facility Use Agreement must be executed. Fees for use by 3rd party is to be set by the Finance Department.

Fee for 3rd Party use \$ _____