

Event Request Form

All approved events must reserve the appropriate space through scheduling services at mnstate.edu/schedule. 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/policies/chalking.aspx

Campfire Request
cityofmoorhead.com/departments/fire/recreational-fires

Sound Amplification Request
cityofmoorhead.com/home/showdocument?id=2376

Peaceful Protest or Demonstration
mnstate.edu/policies/protests-demonstrations.aspx

Use of Outdoor Space
Policy link pending

Bulletin Board, Advertising and Publicity Request
mnstate.edu/policies/advertising.aspx

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 kevin.pallas@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: _____