



See Business Policies and Procedures Manual (<http://bppm.missouri.edu>) for applicable policies

Send completed form to [maxwellm@missouri.edu](mailto:maxwellm@missouri.edu) and [ehs@missouri.edu](mailto:ehs@missouri.edu) Allow at least 7-10 business days for approval

Alternatively submit via mail to 305 Jesse Hall, Columbia MO 65211

**Section A: to be completed for all applications**

*Responsible Group (Check all that apply)*

Official University College/Department Unit..... Name: \_\_\_\_\_

Recognized Student Organization (RSO)..... Name: \_\_\_\_\_

University Club/Catering

Mizzou Alumni Association

Faculty

Staff

Student

Other: \_\_\_\_\_

**Section B: to be completed for all applications**

Contact Name: \_\_\_\_\_ Contact Cell Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Alternate Phone: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Description of Event:

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

Event End Date/Time: \_\_\_\_\_ Takedown Date/Time: \_\_\_\_\_

1st Desired Location: \_\_\_\_\_ 2nd Desired Location: \_\_\_\_\_

Estimated Participants <21 21-50 51-100 101-250 >250

**Section C: to be completed for all applications**

Is your request for a no-cost (free) event consisting solely of a congregation of people and nothing more than signs or banners? (i.e., no amplified sound, no cooking or distribution of food or materials, no structures including tents, tables, booths) Yes No

**Section D: to be completed only if the response to Section C is "No".**

*Fee/Cost Questions*

Is this event designed to be revenue generating including fundraising? Yes No

If yes and sponsor is a RSO, do you have approval from Student Affairs? Yes No

Will there be a fee to participate in the Event? Yes No

If yes, describe amount of fee or fee schedule: \_\_\_\_\_

### Space Specific Questions

Will any streets need to be partially closed or blocked in conjunction with this event? Yes No  
If yes, have you completed a Street Use Request? Yes No  
Will your event include a tent or other shelter? Yes No  
If yes, describe: \_\_\_\_\_  
Will your event have tables and chairs? Yes No  
If yes, how many tables? \_\_\_\_\_ If yes, how many chairs? \_\_\_\_\_  
Will your event have port-a-potties? Yes No  
If yes, how many? \_\_\_\_\_

### Policy Compliance Questions

Will your event use illuminated devices ([BPPM 6:051](#))? Yes No  
If yes, describe: \_\_\_\_\_  
Will your event include amplified sound ([BPPM 6:052](#))? Yes No  
If yes, describe sound set up: \_\_\_\_\_  
Will your event include posting/distributing materials ([BPPM 6:054](#))? Yes No  
If yes, describe: \_\_\_\_\_  
Will your event include chalking ([BPPM 6:056](#))? Yes No  
If yes, please describe: \_\_\_\_\_  
Will your event include filming/photography ([policy](#))? Yes No  
If yes, please describe: \_\_\_\_\_

### Food/Cooking Questions

Will your event include pre-cooked food? Yes No  
If yes, describe: \_\_\_\_\_  
Will your event be using a catering service or request a food truck participate? Yes No  
If yes, provide company/truck name: \_\_\_\_\_  
Will your event involve cooking/preparing food on site ([food/open flame](#) permits)? Yes No  
If yes, describe foods to be prepared: \_\_\_\_\_  
Methods used to prepare: Gas Grill Charcoal Grill Deep Fryer Hotplate, Griddle  
Other (describe): \_\_\_\_\_

### Section E: to be completed for all applications

- You are responsible for cleaning up the area after your event, including the removal of trash and recycling. This is especially important in regards to food waste. Please make sure that you have a plan for this clean up.
- You are responsible for obtaining the necessary permits/approvals as referenced in this application.
- You are financially responsible for any costs incurred by the University for damages to University property.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_