

CAL POLY

Administration & Finance
Facilities Management
& Development

SPECIAL EVENTS PERMIT APPLICATION

Submit completed form to
facilities-cbs@calpoly.edu **AND** jgome206@calpoly.edu

Today's Date:	Applicant's Name: <i>(Should be day of event contact)</i>
Phone Number (Cell):	Email Address:
Secondary Contact Name: <i>(if applicable)</i>	Secondary Email Address:
Secondary Phone Number:	Department:
Event Name:	25Live Reservation #: <i>(if applicable)</i>
Event Date(s):	Event Time(s):
Event Location:	Expected Attendance:

What will be present at your event? *(Check all that apply)*

- | | | |
|--|--|--|
| <input type="checkbox"/> Individual Tent ≥ 400 sqft | <input type="checkbox"/> Stage(s) ≥ 400 sqft | <input type="checkbox"/> Temporary Bleachers |
| <input type="checkbox"/> Grouping Tents ≥ 700 sqft
<i>Ex: Seven 10x10 Tents in a Row</i> | <input type="checkbox"/> Cooking w/ Open Flames | <input type="checkbox"/> Temporary Fencing |
| <input type="checkbox"/> ≥ 200 Chairs in Row/Aisle Seating | <input type="checkbox"/> Multiple Tables/Chairs for Dining | |
| <input type="checkbox"/> Other: | | |

Description of Event:

Signature:

Date:

Questions?

Call Facilities Help Center 805-756-5555

or

Email facilities-cbs@calpoly.edu **AND** jgome206@calpoly.edu