

# Middle Tennessee State University

## Public Safety

P.O. Box 141 Murfreesboro, TN 37132  
 Phone: 615.898.2424    On Campus: 2424    Fax: 615.898.5041  
 Internet: <http://police.mtsu.edu>

### Special Events Request Form

#### 1. Organization Information

Name of Organization	
Address of Organization	
Pay Method Check/MTSU Account #	
Contact Person	
Phone Number(s) Work/Home	

#### 2. Event Information

*\*Only one event per form*

Date(s)	Weekday	From	To	No. of Hours

#### Event Type:

*\*Check Event Type*

Athletic	
Educational (Seminars, Speakers, Forums, Conferences)	
Socials (Dances, Parties)	
Concert	
Other	

Number of persons expected to attend	
Location of Event	

*\*Check all that applies*

Admission at Door		Pre-Sold Tickets		Live Band	
DJ/Taped Music		Off Campus Ads			

#### Approving Authority

Name	Facility Coordinator
Title	
Public Safety (Maj. Brewer) (Margie Hardin)	