Physical Plant should be informed a **minimum of 72 hours in advance** of your event to ensure support (Anything less we cannot guarantee service)

We operate on a first come first serve basis, have a limited inventory of chairs and tables, and provide service only for events held on the UCO campus. All events held on campus must follow the requirements listed below:

**HOW TO START**

- Make sure you have obtained approval from Risk Management
  - Contact: Kathy Gradnigo at (405)-974-5994
- Make sure your location is available
- Have a “rain plan.” If we do not know of a backup plan and there is a potential for bad weather, setups may not take place
- Identify a point of contact with a (405) area code
- Call (405)-974-2247 to place your request

**DRIVING ON CAMPUS**

- Vehicles are permitted to drive only on designated roads on the interior of campus
  - **NOTE:** These “roads” are Fire Lanes and **MUST be kept clear at all times**
- Maps will be provided by the UCO Physical Plant indicating where to drive
- UCO does not permit vehicles of any kind to drive or park on grass areas
- Driving around the blue bollards will not be permitted. Bollards can be removed upon approval and only by UCO personnel
- Vehicle parking will be allowed only in pre-determined areas (see map)
- All vehicles with more than two (2) axles must have prior approval before entering the campus

**EVENT SET UP**

- All events must be coordinated with UCO’s Physical Plant, (405)-974-2247, and Risk Management, (405)-974-5994
- CONTACTS – All parties must designate contact person who will remain throughout the event and provide a local phone number with a (405) area code to UCO’s Physical Plant and the Department of Public Safety
- All vendors must be self-supporting and provide their own extension cords, hoses,
generators, etc.

- **UTILITIES** – Water and electric sources can be provided with advance approval from the Physical Plant
  
  **NOTE:** Utility services are only available in limited locations

- UCO will not be responsible for loading or unloading

- **TENTS/INFLATABLES** – All tents and inflatables must be weighted down with water barrels, sandbags, or concrete blocks
  
  **NOTE:** No stakes of any kind or any other items shall be put into the ground. All repairs required due to damage will be charged to the event sponsors. This includes:
  
  - IT lines
  - Gas lines
  - Power lines
  - Irrigation

- **RESTROOMS** – Arrangements should to be made for outside events after 5pm and on weekends
  
  - Unless coordinated in advance, it should not be assumed that campus buildings will be open during the event

- **PETS** – All pets must be on a leash at all times. Pet owners are required to clean up after their pets

- **TRASH** – All groups must provide litter patrols during and after the event. Dumpsters will be identified prior to the event for trash disposal. Failure to do so may result in fees

- **BRONCHO LAKE** – No activities of any kind are permitted in Broncho Lake

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**SERVICES & FEES**

- With at least 72 hours notice, the Physical Plant can provide and set up the following items:
  
  - Tables
  - Chairs
  - Trash Cans & Liners
  - Barricades

- The Physical Plant does not provide:
  
  - Ice
  - Grills
  - Tents
  - Extension cords

- Services are provided on a first come first serve basis

- Groups using any items provided by the Physical Plant will be liable for loss or damage, regardless of whether it was rented or provided for free