

Event Request Form



Return to : University Police Department, Sgt Pat. Bonafield, pat.bonafield@mail.wvu.edu or Fax:
304-293-2589.
Phone: 304-293-3136

****Please fill this form out and submit to our department as early as possible during the planning stages of the event****

****TO BE COMPLETED ONLY IF EVENT INVOLVES WVU CAMPUS PROPERTY (INCLUDING GREEN SPACE, PARKING LOTS AND ROADWAYS CONTROLLED BY WVU)**

Your Name:

Name of Event:

Sponsor Org:

Location of Event:

(Include a map or description of route if event is a walk/run or parade/march)

WVU PROPERTY LOCATIONS: (CHECK ALL THAT APPLY)

If applicable, please list Staging location / Ending Location (i.e. parking lot, green space, roadway) :

Staging Location

Route Includes Roadway Usage

Ending Location

Police/Security Requested

If applicable, please list routes (include crossings):

If Police/Security is requested please list security/traffic direction below:

ENSURE DETAILED EXPLANATION IS INCLUDED DESCRIBING EVENT PLANNING/EXPECTATION

Since the location of this event falls partially or totally on WVU campus property, it is necessary to have the signature/approval of the authorized persons from WVU: University Police Department approval, WVU Parking Authority approval. If using green space (such as Mountain Lair Plaza, Woodburn Circle, etc) authorization must be obtained for those areas (UPD can be consulted to determine point of contact). For pre-staging/cleanup see WVU Grounds and Labor. Services may include fee, when WVU resources are required (Police, staging, clean up, event support, etc.).

Event sponsors are responsible for Emergency Planning (weather, etc_ and Medical Support

WVU Police Department Approval:

WVU Green Space/Department Approval

WVU Parking Authority Approval

WVU Grounds and Labor Approval