

EVENT APPLICATION

Questions? Call (517) 335-6735

DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET FACILITIES and PROPERTIES

APPLICATIONS MUST BE RECEIVED 14 DAYS PRIOR TO THE EVENT

Applications can be faxed to (517) 241-5639 to the attention of the Events Coordinator, or mailed to:
 Events Coordinator, Office of Infrastructure Protection, JOC, 615 W. Allegan St., Lansing, MI 48933

Event Name		
Event Date	Event Time From _____ To _____	
Organization Name and Address		Website
Event Contact Name (printed)		
Contact Address		
Contact Telephone No.	Fax No.	Email
Nature/Purpose of Event		
Area Requested (Facility, Conference Room, Parking Lot, etc.)		
Number of Attendees (including event staff)		Parking Requirements (No. of spaces)
Equipment you will be providing (tents, portable bathrooms, etc.)		
Backup Contact Name (printed)		
Address		
Telephone No.		Fax No.

*I have read and understand Administrative Rule 0210.06 Conduct on State Property,
 the general guidelines and provisions, and agree to abide by them.*

Event Contact Name (signed)	Date
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For Department of Technology, Management & Budget Use Only

Events Coordinator Notes:

Approved	Denied	Signature, Office of Infrastructure Protection Director
Approved	Denied	Signature, Building Operations Director

A policy that is attached to this form is available at:
http://www.michigan.gov/documents/dmb/0210.08_Obtaining_Written_Authorization_390409_7.pdf