

# LA SIERRA UNIVERSITY

Risk Management & ADA  
4500 Riverwalk Pkwy Riverside CA 92515  
(951)-785-2102 Office (951)-785-2095 Fax

## Event Permit Application Required by UFC, Article 25—Places Of Assembly

Today's date \_\_\_\_\_

Event Title and Short Description \_\_\_\_\_

Date and Time of Event \_\_\_\_\_

Exact Location of Event on Campus \_\_\_\_\_

Name of Person/Organization Sponsoring Event \_\_\_\_\_

Address of Person/Organization \_\_\_\_\_

Name of Person in Charge of Event \_\_\_\_\_

Contact Telephone/Address \_\_\_\_\_

Applicant Signature \_\_\_\_\_

**Certificate of Liability** (submit copy of insurance to the Office of Risk Management & ADA)

**Fire Permit** (submit copy of the Event Permit to the City of Riverside Fire Dept for fire permit requirement)

Prior to the 1<sup>st</sup> Coordination Meeting or no later than 10 days prior to the event  
Submit the **Event Permit Application** form and a copy of the **Certificate of Liability** form  
To the Office of Risk Management, Administration Bldg, Ste 219

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### FOR OFFICE USE ONLY

LSU Official Signature \_\_\_\_\_ Date \_\_\_\_\_

Fire Permit required  Yes  No Fax to Fire Department  Yes  No (951) 826-2539

Fire Department Permit On File  Yes  No \_\_\_\_\_ Post Permit at Place of Assembly.