

**Request and Checklist for On-Campus Events**

*Use this form for events happening on campus during school hours OR in off-hours.*

Today’s date:Click or tap here to enter text.

Primary contact name and number:Click or tap here to enter text.

Name / description of event:Click or tap here to enter text.

Event date(s):Click or tap to enter a date.

Event time(s):Click or tap here to enter text.

Are you planning to have food/drinks at your event? [ ]  Yes [ ] No

\*\*Due to allergies and COVID-19 safety protocols, consideration of food/drink requires a separate follow-up discussion and may be approved/denied on a case-by-case basis.

Number of students / participants (please include grades): Click or tap here to enter text.

Names of all adult supervisors:Click or tap here to enter text.

Space(s) that your group will utilize:Click or tap here to enter text.

Will your event include visitors from outside the MPH student / employee population? If so, please explain (include parents /guardians in this list):Click or tap here to enter text.

**Please follow this Order of Operations when planning your event:**

\_\_\_\_\_1. Have you notified / obtained initial authorization for your event from your division head or supervisor?

\_\_\_\_\_2. Have you requested the space(s) you would like to reserve by emailing SpaceCases@mphschool.org?

\_\_\_\_\_3. If necessary, have you submitted a request to the Facilities Team for equipment, set-up, and tear-down needs using the [Events Set-Up Request (located on the MY MPH intranet portal)](https://www.mphschool.org/maintenance-form-for-events/)?

\_\_\_\_\_4. Have you checked to see if there is room for your event on the [MPH School Calendar](https://www.mphschool.org/community/calendar/) by emailing Kristin Bernazzani? (If there is room, Kristin will add your event with the note “Pending Approval.”)

\_\_\_\_\_\_5. After each of the previous steps has been completed, please email this completed form to the Health and Safety Team for a health-and-safety review. (Email address: HealthandSafetyTeam@mphschool.org) The Health and Safety Team will respond promptly with any recommendations and will work with you to ensure your plans are aligned with MPH’s current health protocols.

\_\_\_\_\_\_\_6. Once your plan is fully approved, please contact Kristin Bernazzani and Amy Critz to finalize your event on the School calendar and to confirm your event with the head of school.