

Northwest Missouri State University

Policy and Procedures Manual

Chapter Campus Safety

Section Campus Events

I. Purpose

Campus Safety maintains a calendar of events in order to utilize their staff in the most efficient manner and provide the best service to the campus and community.

II. Policy

Campus Safety should be notified of all upcoming approved campus events at least 2 weeks prior to the event. Please call the Campus Safety Office (562-1254) or send an inter-campus memo that provides the following information:

- Name and nature of the event
- Sponsoring department or organization
- Length of event
- Where the event will take place
- Date and time of event
- Any request for assistance from Campus Safety, such as traffic control, or event security

Note: Approval of campus events is required from the Office of Student Affairs.