Firearms or Weapons Application
Iowa State University

Applicant Information (Check type of use): ____ ISU Business* – complete information below ____ Other (attach description)

Name of Applicant: _____

Current Address: _____

City and State : _____ Phone: _____ Alt Phone: _____

Storage Address: _____ Contact: _____ Phone: _____

*Complete the following if firearms or weapons are used during an ISU event (sporting, theatrical, religious, etc.)

Event Location: _____ Estimated attendance: _____

Event Date: _____ Time: _____ a.m./p.m. Alternate Date (rain date) for event: _____

Department or Organization's on-site manager or contact : _____

Phone: _____ Fax: _____ E-Mail: _____

Student Organizations Only:
Submit Event Authorization request through the Student Activities Center website at least six weeks prior to the proposed event.

*Department or Unit Information: Attach information describing use of firearms or weapons as a part of a University organization, department (farm or research), Extension or 4-H program. Include information regarding transportation of firearms or weapons; specify if transportation will be in University owned vehicles.

Name of Unit or Department: _____

Address: _____

Location of Use: _____

Storage Location: _____ Storage Contact: _____

_____ Contact Phone: _____

_____ _____
Date Sponsoring Unit or Organization Representative Signature

_____ _____
Date Applicant Signature

APPROVAL SIGNATURES:

_____ _____
Date Office of Risk Management

_____ _____
Date ISU Police

_____ _____
Date Senior Vice President for University Services

Applicable Policy Statements (complete policy at link provided)

Personal Protective Equipment: University departments shall provide employees adequate personal protective equipment where necessary in the performance of their duties. Departments shall determine and document what constitutes adequate personal protective equipment (PPE) through completion of a job hazard assessment or development of a standard operating procedure (SOP). Adequate PPE shall be provided to employees at no cost, including replacement resulting from regular use. Departments shall ensure that employees are adequately trained and that assigned PPE is worn when hazards are present.
http://policy.iastate.edu/policy/equipment/protective/

Property, Personal and Non-State Owned: Iowa State University does not assume responsibility for personal or non-university owned property kept or stored in university facilities. Individual staff members are responsible for their own belongings, including personal books, journals, library materials, manuscripts, and other personal belongings that may be kept on the campus. Should damage or loss occur, the payment for loss or replacement is the responsibility of the individual or the individual's personal insurance, if covered. http://policy.iastate.edu/policy/insurance/property/

Travel - Student Organizations (Firearms, Weapons and/or Explosives): The unauthorized transportation, use or storage of any firearms, weapons and/or explosives is prohibited. In extenuating circumstances, a request for authorization for transporting firearms, weapons and/or explosives must be submitted in writing and approved by the Office of Risk Management. In addition, the Office of Risk Management must review and authorize any student organization activity that involves weapon or gun use. http://policy.iastate.edu/policy/student/organization/travel/

Firearms and Other Weapons: The possession or use of weapons is prohibited on campus and in the course of university-related activities unless authorized through the Firearms and Other Weapons Application process (see Office of Risk Management in Resources section below). However, there may be appropriate uses of firearms and weapons in connection with university activities both on and off campus. The Director of ISU Police and the Senior Vice President for University Services have final approval concerning any use of firearms or other weapons. http://policy.iastate.edu/policy/firearms/

Submit completed application with attachments to:
Office of Risk Management, Iowa State University, 1700 Administrative Services Building, Ames, Iowa 50011
Phone: (515) 294-7711 Email: orm@iastate.edu