

## Facilities Management Department Event Support Form

The Facilities Management Department (FMD) hours of operation at 7:30am-3:30pm Monday - Friday.

Any hours after this time including set up or tear down times will incur additional charges. Certain items such as fire extinguishers, spider boxes and generators cannot be left out after an event. If the event hours fall outside of the hours of operation, additional charges could be incurred.

The Facilities Management Department requires 10 days advanced notice for event set up. Any changes to events must be communicated and submitted on the existing requests via comments 5 days in advance of the event.

**Any last minute changes (after 5 days prior to the event) cannot be guaranteed to be accommodated.**

**Events will be executed based on the provided FMD Support Form and event layout submitted. Event callbacks are charged a minimum 3-4 hours depending on the request event tasks and assigned trade.**

### Event Logistics

**Name of Event:**

**Location:**

**Department/Department ID:**

**Setup**

Event Setup Date:

**Event Date:**

Event Setup Time:

**Event Time (Start and End Times):**

**Recovery**

**On Site Event Contact (Name, Phone Number):**

Event Teardown Date:

Event Teardown Time:

### Event Tasks/Supplies

**Think about your event layout and include the total number of items needed below.**

**Number of Pop Ups:** Specify which pop ups you need (UACE, FYE) and the locations of those pop ups for pick up and installation.

**Number of Tables (6ft, Rounds, etc):**

**Number of Chairs:**

**Will you need power supplied?** Please include the items you will need powered.

**Fire extinguishers are required every 75ft of an identified event space. Additional fire extinguishers are needed for pop ups with operating food services. Will you need a fire extinguishers?  
How many?**

**Custodial Services** Ex: Wipe down all tables and chairs, pick up trash throughout the event, empty trash at the end of the event.

**Grounds and Pest Services** Ex: The grass in the quad needs to be mowed, the sprinklers need to be turned off, there needs to be bee traps out, the sprinkler lines need to be flagged for the inflatable installers.

**Building Access Schedules:** If you need a building opened or a card reader scheduled altered from normal schedules, please include dates and times you will need the doors opened and closed.

**Additional Event Tasks:** Include additional tasks you may need for your event such as the department supplies need to be delivered to the Quad, the stage needs to be set up, the banners or flags need to be installed, etc.

**Additional details not covered above:**

**Attach this form and the event layout to the Campus Event Support Request.  
Both documents are needed in order to move forward with your request.**