

Facilities Operations Event Support Request

Complete and fax form to Facilities Operations at 486-1486 as early as possible to ensure the requested coverage is available and scheduled for your event.

Name of event _____

Date of event _____

Location of event _____

Time and duration of event _____

Event coordinator _____ Phone _____

Event sponsor _____ Phone _____

FRS number _____

Yes No

SERVICES REQUIRED:

Custodial pre clean _____

Custodial event coverage _____

Custodial post event clean up _____

Landscaping _____

Electrical _____

Lighting _____

Plumbing _____

Carpentry _____

Painting _____

HVAC _____

EMS temperature control _____

Call Before You Dig ... required for tent stakes. Call 1-800-922-4455

Signage (provide specifics) _____

Coverage during the event _____

Special requests _____

Signature _____ Date _____

CONTACT POLICE, FIRE, CATERING AND "CALL BEFORE YOU DIG" DIRECTLY FOR THEIR SERVICES