

Facilities Management Request Form

Submit to Facilities Management - facilitymgmt@humboldt.edu

Is this an ORIGINAL Request or an UPDATE?

Today's Date:

PART I- EVENT INFO

Event Name: Event Date(s):

Estimated Attendance:

Building(s) and Room Number(s) Requested / Event Location(s):

Event Time: to: Set up begins: Clean up Complete:

Brief description of event and envisioned result:

On Campus Requestor

Requestor:

E-mail: Dept/Group: Ext:

Responsible Party at Event: Cell #:

Student Group or Off Campus Requestor

Requestor:

Organization: E-mail: Phone:

Address:

Responsible Party at Event: Cell #:

What is the funding source for this event? (Account information **required** to process request)

State Funded (General Fund)

State Self Support/Auxiliary Funded (Univ Affiliated)

Community/Civic Non-Profit

Private/Commercial

Chartfield:

Project

Object

(Non Affiliated)

(Non Affiliated)

Please use the space below to give additional notes and/or drawings and complete information on Page 2:

PART II- EQUIPMENT/SERVICES REQUEST

Please attach additional **instructions/diagrams** if applicable. Please Note: Facilities Management requires 10 working days notice for service requests.

MOVER/CUSTODIAL SERVICES

Equipment - Indicate quantities below:

6' Tables - Qty

Folding Chairs - Qty

Stage - Size

Please choose a leg size for the stage (note: size 24" and 32" require railings):

16" 24" 32"

Equipment Drop Off/ Pick Up (usually between 8 am - 12 pm)

Drop Off: Date Time

Pick Up: Date Time

Restroom Servicing (other than regular campus schedule)

FOOD/RECYCLING/LANDFILL SERVICE

Food /drinks **present** at the event Catered

This event will use:

Reusable Dishware

Recyclable and Compostable Disposable Dishware

I would like FREE assistance making my event zero-waste:

Yes No

MISC EQUIPMENT USED AT EVENT

Public Address (PA) System

Other Media (speakers, projector, microphone, etc.)

If you marked one of the **above boxes** please note **Voltage required/ Amperage draw:**

BBQ Coffee Pot Warming Trays

Odd Misc. Equipment

ROOM ACCESS

Yes, I need help gaining access to room(s)

Please list the building(s) and room(s):

Facilities Notes Only:

STADIUM

Lights On Date(s) Time(s)

Unlock Stadium Restrooms

Limited access to press box needed

GYM

Bleachers In Out

Floor Protection Yes No

GROUNDS SERVICES

Sprinklers Off Outside **Trash** Pick Up

HEATING AND COOLING

Indicate dates and times heating/cooling is needed:

Date Time

Date Time

PARKING/TRANSPORTATION

Parking Permits are required on campus year round:
Monday-Thursday 7am-10pm; Friday 7am-5pm.

Will buses be coming to campus for your event?

No Yes How many?

If you have any questions about Parking, please call (707)826-4111.