

HUMBOLDT STATE UNIVERSITY

Facilities Management

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Standard Operating Procedure: FSS004-130717

Title: Special Event Support

The following interdepartmental procedure shall guide coordination and communication with the Contracts, Procurement & Risk Management Office concerning support services provided for special events on campus:

- All special event requests and reservations will be communicated to the designated Facility Support Services specialist to ensure Facilities Management is aware of events taking place on campus so as to allow facility services to be provided and events are properly supported.
- When received, the designated Facility Support Services specialist shall review event information with all affected managers to ensure the Department is aware of the event.
- Should special events require support services (i.e., custodial, trash/recycle, grounds, moving of tables/chairs, set-up/take down, building systems setting modifications such as heat or lighting, etc.), the Facility Support Services specialist shall open a work order and develop tasks/resource requirements in consultation with managers so as to ensure the direct costs associated with providing said services are known.
- Once the Facility Support Services specialist has finalized tasks and resource requirements, a cost estimate for said services will be provided to Contracts, Procurement & Risk Management or the appropriate on campus department.
- Contracts, Procurement & Risk Management shall confirm whether or not the event is reserved as well as any potential modifications to services required. In addition, total fees collected shall also be communicated.
- Once confirmed, Facilities Management shall provide event support services as defined within the corresponding work order.
- All resources provided, including labor, shall be reported and recorded within the work order system so as to allow Facilities Management the opportunity to fully understand the true costs associated with special event support.
- Once each year, the designated Facility Support Services specialist shall produce report detailing services provided, resources utilized, cost of said resources and total cost recovered.

REFERENCES

- Special Event Reservation Policies & Procedures