



Date Submitted: _____

Work Order #: _____

FACILITIES MANAGEMENT STUDENT EVENT APPLICATION FORM

This application must be submitted to Facilities Management 21 days prior to the event date.

*A Facilities Work Order **MUST** be submitted by 2 weeks prior to the event in order for your application to be reviewed.*

Set-up diagrams are needed for set-ups. Please attach a copy to your application.

Room Bookings: Please ensure your room is booked no less than 2 (two) hours prior to an event and 2 (two) hours after an event for set-up and take-down.

Event Organizer:

Name of Event: _____

Event Organizer: _____ Phone #: _____ Email: _____

Additional Organizers:

Name: _____ Phone#: _____ Email: _____

Event Location:

Room / Space booked? Yes No

Building/Area: _____ Room(s): _____

Event Details:

Date: _____ Start Time: _____ End Time: _____

of Attendees: _____

Has UBCSUO approved this event? Yes No

Equipment Requirements:

Please select **ALL** equipment requirements for this event.

Tables – Qty _____

Dividers – Qty _____

Chairs – Qty _____

Sandwich Boards – Qty _____

Power Cords / Bars – Qty _____

Garbage Bins – Qty _____

Access to Power Box – Qty _____

Recycling Bins – Qty _____

Podium – Qty _____

Lighting Requirements? Yes No

Stage– Qty _____(not permitted outside)

Water Requirements? Yes No

Pipe and Drape – Qty _____

Event Description: Please provide a detailed description of the event. Attach additional pages such as diagrams if required. (Incomplete information may cause delays in processing requests.)



Water Requirements: Please indicate if your event has any special water requirements such as hoses, tap access, etc.

Power Requirements: Please indicate if your event has any special power requirements such as power bars, power cords, etc.

Lighting Requirements: Please list any lighting requirements. Note: if your event is after hours please indicate how long the lighting needs to remain on for. (Additional charges for special lighting may apply.)

FACILITIES MANAGEMENT REGULATIONS

- *The sponsor group will pay any additional labour costs required to repair or clean up the premises.*
- *The sponsor group will pay any costs related to replacing damaged property or equipment.*
- *The sponsor group agrees that there will be **NO** open flames (candles, fires etc.), pyrotechnics, smoke machines, bubble machines, foam guns, etc. during this event unless approved by Facilities Management.*

I, _____, on behalf of the sponsoring organization, agree to conform to all regulations listed within this form, conditions of approval as outlined above (if applicable) including any and all attachments hereto. Additional costs associated to this event are the responsibility of the sponsoring organization.

Event Organizer Signature: _____ Date: _____

FACILITIES MANAGEMENT OFFICE USE ONLY

Conditions of approval:

Facilities Management Approval

Event Approved: Yes No Campus Security Approved: Yes No

Authorized by: _____

Signature: _____ Date: _____