SPECIAL EVENT NOTIFICATION/SERVICE REQUEST FORM
http://case.edu/customerservice
This form is current for fiscal year 2018/2019

Please fill out this form completely and e-mail the form to csh@case.edu
Forms should be submitted 2 weeks prior to the event.

Event Information
(All fields required)

From:______________________  Date:____________  Speedtype Number:________________
Department/Host:___________________  Phone:_______________  Fax:__________________
►   Event Date:____/____/____  Start Time:____________  End Time:________________
►   Event Name/Description:
   ______________________________________________________
   ______________________________________________________
►   Location/Building:_____________________________________
Rainsite:____________________________________________________________________
Event Coordinator (EC):_______________________________________________
EC Phone Number:_______________________  EC E-Mail Address: _____________________

Expected Attendance:___________  □  Public   □  Private   □  Semi Private   □  Ticketed Event

Requested Services from Facilities Services
Charges may apply for services rendered
(Please √ check box for required service)

Electrical Services: (current bill rate is 48.00/hr, 72.00/hr overtime)

□  What is Power Needed for:
   ______________________________________________________
   ______________________________________________________
□  Amperage/Phase Needed :__________________________________________________________
□  # of Circuits Needed :____________________________________________________________
□  Is an Electrician Needed On Site During the Event:       Yes ________   No ________
Grounds Services: (current bill rate is 36.50/hr, 54.75/hr overtime)
Grounds support for **exterior** events include trash and recycle containers/barricades/water/ coordination of tent set up/trash removal during and after the event.

□ What is Grounds Support Needed For (describe service(s)):
______________________________________________________________________________
______________________________________________________________________________

□ Is a Grounds Person Needed On Site During the Event:   Yes ________   No ________
□ # of Containers Needed:        Trash _________   Recycle ___________

Custodial Services:  (current bill rate is 31.25/hr, straight and overtime)
Custodial support for **interior** events include trash and recycle containers/cleaning and stocking restrooms/floor coverings/trash removal during and after the event.

□ What Will Custodial Support be Needed For (describe service(s)):
______________________________________________________________________________
______________________________________________________________________________

□ Is a Custodian Needed On Site During the Event:       Yes ________   No ________
□ # of Containers Needed:        Trash _________   Recycle ___________

**Other Services**

*(Referral to other Campus departments for services not offered by Facilities Services)*

Audio Visual Services: contact MediaVision at 368-3777
Security:  contact Karen Gregor at kag4@case.edu or 368-6811
Parking:  complete form at [www.parking.case.edu\parking.parkreq_rules.htm](http://www.parking.case.edu\parking.parkreq_rules.htm)
Exterior Signage:  contact Robert McLaughlin at rem114@case.edu