

EVENT NOTIFICATION / SERVICE REQUEST FORM

Submit this form **2 weeks prior** to your event

Please fill out completely and e-mail to cs-event@case.edu.

24 hour notice is required for CANCELED or MOVED to RAIN SITE events.

Failure to notify will result in being billed for requested services.

DATE: _____ CONTACT: _____

EMAIL: _____ PHONE: _____ SPEEDTYPE: _____

DEPARTMENT HOSTING THE EVENT: _____

▶ **EVENT DATE:** _____ **START TIME:** _____ **END TIME:** _____

▶ **EVENT NAME:** _____

▶ **EVENT LOCATION** (Building, room, etc.) _____

▶ **RESERVATION CONFIRMATION NUMBER:** _____

▶ **DO YOU HAVE A RAIN SITE?** Yes No **LOCATION:** _____

▶ **RAIN SITE CONFIRMATION NUMBER:** _____

▶ **EVENT DETAILS:** Please provide detailed, specific information about your event.

EXPECTED ATTENDANCE: _____ **Public** **Private** **Semi-Private** **Ticketed Event**

EVENT COORDINATOR NAME: _____

E-MAIL: _____ **MOBILE PHONE:** _____

REQUESTED SERVICES FROM FACILITIES SERVICES

Charges may apply for services rendered (Please X box for required service)

CUSTODIAL SERVICES: (current bill rate is 60.00/hr, straight and overtime)

Custodial support for *interior* events includes trash and recycling containers, trash removal during and after the event, cleaning and stocking restrooms, floor coverings.

Description: Describe the Custodial support needed for your event.

Is a Custodian needed on site during the event? Yes No

Number of TRASH containers needed: _____ Number of RECYCLING containers needed: _____

ELECTRICAL SERVICES: (current bill rate is \$49.00/hr, \$74.00/hr overtime)

***All requests for electrical services require a non-billable meeting with the electrician prior to event set-up.**

Description: Describe your electrical needs. (What needs powered? What equipment is needed?)

Amperage/Phase Needed: _____ Number of circuits required: _____

Is an electrician needed on site *during* the event? Yes No

GROUNDS SERVICES: (current bill rate is \$37.00/hr, \$55.50/hr overtime)

Grounds support for *exterior* events includes trash/recycling containers, trash removal during and after the event, sprinkler shutoff, access to water, barricades, and bollard removal. **Tent set up on campus requires Grounds *coordination* with your vendor and must be scheduled in advance.**

Description: Describe the Grounds support needed for your event:

Is a Grounds person needed on site during the event? Yes No

TRASH containers needed: _____ RECYCLING containers needed: _____

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

Movers (tables/chairs): <https://case.edu/procurement/movers-surplus> 216.368.4475

MediaVision: (https://case.edu/utech/sites/case.edu.utech/files/2018-05/mv_order_form.pdf) 216.368.3777

Security: (<https://case.edu/publicsafety/police/event-security>) 216.368.3300

Parking: (<https://case.edu/parking/permits/special-event-parking/parking-request-form>) 216.368.2273

Exterior Signage: Eltwan Oliver (exo100@case.edu)

Bon Appetit Catering: (<https://case.edu/dining/catering/campus-catering>) 216.368.4548

Customer Service makes every effort to respond to requests within 3 business days. If you haven't heard back in 3 business days, please contact the CPM Customer Service Center (customerservice@case.edu) 216.368.2580.