

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 Services supports *interior* events including providing trash and recycling containers, trash removal during and after the event, cleaning and stocking restrooms, floor coverings.

Describe the Custodial support needed for your event.

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.**

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)

***Tent set-up on campus requires Grounds *coordination* with your vendor and must be scheduled in advance.**

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.

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 CPFM Customer Service Center (customerservice@case.edu) 216.368.2580.