

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)

Facilities Services Event Rates – current bill rate is \$60.00/hr, straight and overtime

☒ **Check all that apply:**

☐ **CUSTODIAL SERVICES:**

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

Is Custodial needed on site during the event? Yes ☐ No ☐

TRASH containers needed: _____ RECYCLING containers needed: _____

☐ **ELECTRICAL SERVICES:**

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

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

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

☐ **GROUNDS SERVICES:**

Grounds support for *exterior* events includes trash and recycling containers, trash removal during and after the event, sprinkler shutoff, access to water, barricades, coordination of tent set-up with your vendor, golfcar driver/handler, and bollard removal.

Is Grounds needed on site during the event? Yes ☐ No ☐

TRASH containers needed: _____ RECYCLING containers needed: _____

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

☐ **HVAC/BUILDING AUTOMATION SERVICES:**

Request heating, cooling, or ventilation adjustments to ensure comfort during your event (e.g., temperature changes, extended hours of operation, or system scheduling).

Describe the specific support needed for your event:

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.

This form is current for fiscal year 2025/2026

Rev 10/24/2025