



Date Submitted: \_\_\_\_\_

## FACILITIES MANAGEMENT STUDENT EVENT APPLICATION FORM

**This application must be submitted to Students' Union Okanagan (SUO) 21 days prior to the event date.**

*A Facilities Work Order **MUST** be submitted by 2 weeks prior minimum 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: \_\_\_\_\_ Student Assoc. Name: \_\_\_\_\_

Event Organizer: \_\_\_\_\_ Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Additional Organizers:

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

**Event Location:**

Room / Space confirmation#: \_\_\_\_\_

Building/Area: \_\_\_\_\_ Room(s): \_\_\_\_\_

**Event Details:** *please specify actual event times, not including set up time.*

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

# of Attendees: \_\_\_\_\_ Security Form Completed?  Yes  No

**Equipment Requirements:**

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

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Tables – Qty _____</li> <li><input type="checkbox"/> Chairs – Qty _____</li> <li><input type="checkbox"/> Access to Power Box – Qty _____</li> <li><input type="checkbox"/> Podium – Qty _____</li> <li><input type="checkbox"/> Stage – Qty _____ (not permitted outside)</li> <li><input type="checkbox"/> Pipe and Drape – Qty _____*</li> </ul> <p style="font-size: small;">Can not be moved, placement must be designated on map of event setup.</p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Dividers – Qty _____</li> <li><input type="checkbox"/> Sandwich Boards – Qty _____</li> <li><input type="checkbox"/> Garbage Bins – Qty _____</li> <li><input type="checkbox"/> Recycling Bins – Qty _____</li> <li><input type="checkbox"/> Lighting Requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li><input type="checkbox"/> Water Requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No<br/><i>(only if outdoor)</i></li> </ul> |
|--|---|

**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.)



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THE UNIVERSITY OF BRITISH COLUMBIA

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

**Sound Requirements:** Please indicate if your event has any special sound requirements

**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, drones, 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: \_\_\_\_\_