



Facility & Equipment Request Form (FERF)

*Please note FMS requires **15-day** advance notice for equipment and services.*

Contact Info

Name: _____

Dept: _____

Email: _____

Ext or Cell: _____

Event Info

Event Name: _____

Reservation #: _____

Location: _____

Event Date: _____

Event Time: _____ to _____

Facility Access Time: _____ to _____

Brief Description of Event: _____

Admission Fee: Fundraiser: Expected Attendance: _____

Funding Source

State Funded – Chartfield _____

State Self Support/Auxiliary Funded _____

Vendors/Caterers:

Vendor: _____

Access Time: _____

Vendor: _____

Access Time: _____

Indoor Event

*Custom Setup (CLSA only)

Equipment:

6' Tables – Qty _____

60" Round Tables – Qty _____

Cocktail Tables - Qty _____

Folding Chairs – Qty _____

Trash Cans – Qty _____

Podium

Stanchions – Qty _____

Gym Bleachers Out

Outdoor Event

Equipment:

6' Tables – Qty _____

Folding Chairs – Qty _____

Trash Cans – Qty _____ Liners – Qty _____

Recycling Cans – Qty _____

Stanchions – Qty _____

*Campus Tent (20x40)

BBQ Safety Equipment

Electrical:

Unlock Electrical

AS Stage (Electrical grounding required)

Spider Box – Qty _____

Grounds:

Sprinklers Off

Trash Pick Up

Field Lining

Stadium:

Lights – Times: _____

Unlock Stadium Restrooms

Equipment Delivery (7am-3pm, M-F only) *

Drop Off: _____ Pick Up: _____

Other services not mentioned: _____