



Date Submitted: _____

FACILITIES MANAGEMENT STUDENT EVENT APPLICATION FORM

This application must be submitted to Students' Union of UBC Okanagan 21 days prior to the event date.

A Facilities Work Order MUST be submitted by 2 weeks prior 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: _____ Club/CU 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.

- | | |
|---|--|
| <input type="checkbox"/> Tables – Qty_____ | <input type="checkbox"/> Dividers – Qty_____ |
| <input type="checkbox"/> Chairs – Qty_____ | <input type="checkbox"/> Sandwich Boards – Qty_____ |
| <input type="checkbox"/> Power Bars – Qty_____ | <input type="checkbox"/> Garbage Bins – Qty _____ |
| <input type="checkbox"/> Power Cords – Qty_____ | <input type="checkbox"/> Recycling Bins – Qty_____ |
| <input type="checkbox"/> Access to Power Box – Qty_____ | <input type="checkbox"/> Lighting Requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Podium – Qty_____ | <input type="checkbox"/> Water Requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Stage – Qty_____ (not permitted outside) | <i>(only if outdoor)</i> |
| <input type="checkbox"/> Pipe and Drape – Qty_____ | |

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.)



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

Power/Sound Requirements: Please indicate if your event has any special power requirements such as power bars, power cords, etc.

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, 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: _____