University of Idaho Event - Facilities/Services Request Form Updated 4-12-2018

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please submit form as early as possible prior to the event.** | | | | | | | | | | | **Date form submitted:** | | | | | | | | | | | | |
| Return to: Lead Department for Events Request *(Facilities Services (most campus greenspaces) –* [*landscape@uidaho.edu*](mailto:landscape@uidaho.edu)*; Events –* [*events@uidaho.edu*](mailto:events@uidaho.edu)*; Conferences –* [*conferencemanagement@uidaho.edu*](mailto:conferencemanagement@uidaho.edu)*; Summer Conferences –* [*housing@uidaho.edu*](mailto:housing@uidaho.edu)*; University Support Services –* [*andersonr@uidaho.edu*](mailto:andersonr@uidaho.edu)*; Recreation Fields –* [*camprec@uidaho.edu*](mailto:camprec@uidaho.edu) *; Commons –* [*icsu-rooms@uidaho.edu*](mailto:icsu-rooms@uidaho.edu)*; Housing –* [*housing@uidaho.edu*](mailto:housing@uidaho.edu); Parking – [parking@uidaho.edu](mailto:parking@uidaho.edu) | | | | | | | | | | | | | | | | | | | | | | | |
| If requesting group is not a Department and not an authorized student group, the university will require a[**Facilities Use Agreement**](http://www.uidaho.edu/controller/purchasing/forms)and evidence of Commercial General Liability / Special Event Liability insurance from the event sponsor. While you can reserve space with this Request Form, the Facility Use agreement must be signed and evidence of insurance must be submitted before the event receives final approval. The Facilities Use Agreement also requires groups to get Waivers in favor of the university from event participants. University groups may also need participant Waivers and for advice, can consult [www.uidaho.edu/risk/riskplanning](http://www.uidaho.edu/risk/riskplanning) | | | | | | | | | | | | | | | | | | | | | | | |
| **★REQUIRED★ billing information – application will not be processed or approved without billing information** | | | | | | | | | | | | | | | | | | | | | | | |
| Non-university groups | Bill charges to: | | | | | | |  | | | | | | | | | | | | | | | |
| University groups | Bill charges to budget #: | | | | | | |  | | | | | | | | | | | | | | | |
| **information about your event** | | | | | | | | | | | | | | | | | | | | | | | |
| **Site Location Requested** |  | | | | | | | | | | | | | | | | | | | | | | |
| Name of Group / Event |  | | | | | | | | | | | | | | | | | | | | | | |
| Contact / Applicant Name |  | | | | | | | | | | | | | | | | | | | | | | |
| Email address |  | | | | | | | | | | | | | | | | | | | | | | |
| Phone and FAX | PH (Day) | | | | | | | | | PH (Eve) | | | | | | | | | | FAX | | | |
| Type of event |  | | | | | | | | | | | | | Estimated attendance: | | | | | | | | | |
| Date(s) and time(s) | Arrival date | | | | | | | | | Arrival time | | | | | | | | | | Hours of event | | | |
| Departure date | | | | | | | | | Departure time | | | | | | | | | | Hours of event | | | |
| Who suggested this space? |  | | | | | | | | | | | | | | | | | | | | | | |
| Program or Event Open To |  | | | Student body | | |  | | Faculty | | |  | Staff | | | | |  | Community | |  | Everyone |
| Space Needs - # of Participants Expected? | Seminar (1-12) | | | | | | | | | | | | | | Conference (10-20) | | | | | | | | |
| Classroom (20 – 50) | | | | | | | | | | | | | | Auditorium (50 -250) | | | | | | | | |
| Building & Room Requested? |  | | | | | | | | | | | | | |  | | | | | | | | |
| Room Reserved? | Yes No | | | | | | | | | | | | | | From Whom? | | | | | | | | |
| Brief Description of Event or Activity and Other Information As Needed |  | | | | | | | | | | | | | | | | | | | | | | |
| To list your event on the UI calendar, go to [**25 Live**](https://25live.collegenet.com/uidaho/#home_my25live[7]) | | | | | | | | | | | | | | | | | | | | | | | |
| **Special needs/services - additional costs may be incurred – Check appropriate boxes for requested services** | | | | | | | | | | | | | | | | | | | | | | | |
| [**Event Services**](https://www.uidaho.edu/infrastructure/administrative-operations/uss/event-services) | |  | | | | Audio visual equipment | | | | | | | | |  | | Sound equipment | | | | | | |
|  | | | | Tables/ Chairs/ Tents | | | | | | | | |  | | Trash cans | | | | | | |
| [**Campus Recreation**](http://www.campusrec.uidaho.edu/): | |  | | | | [Recreation Field or Bldg Reservations](mailto:cmeans@uidaho.edu) | | | | | | | | |  | | [Recreation Equipment Rental](mailto:Fealy,%20Butch%20(bfealy@uidaho.edu)) | | | | | | |
| [**Campus Dining/Sodexo**](https://vandalsdining.sodexomyway.com/?) | |  | | | | [Catering](http://www.uidaho.edu/dining/catering) | | | | | | | | | | | | | | | | | |
| [**Campus Police**](mailto:police@uidaho.edu) or [**UI Security**](mailto:campus-security@uidaho.edu) | |  | | | | Road closures | | | | | | | | | | | | | | | | | |
| Parking Transportation Services  [**PTS**](https://www.uidaho.edu/infrastructure/parking) | |  | | | | Reserved Spaces/Lots | | | | | | | | |  | | Vandal Trolley | | | | | | |
|  | | | | Event Map | | | | | | | | |  | | Disability Parking | | | | | | |
| [**University Housing**](http://www.uidaho.edu/universityhousing.aspx) | |  | | | | Conference Services | | | | | | | | |  | | # of Rooms Needed | | | | | | |
| [**Facilities**](http://www.uidaho.edu/facilities) | |  | | | | Garbage and litter service | | | | | | | | |  | | Special landscape needs or requests | | | | | | |
| Safety needs | |  | | | | | | | | | | | | | | | | | | | | | |
| Security needs | |  | | | | | | | | | | | | | | | | | | | | | |
| Other needs /services required | |  | | | | | | | | | | | | | | | | | | | | | |
| Permission to use UI event spaces requires approval of the lead space scheduler for the site. The sponsoring individual, group, or department requesting space is financially responsible for all related charges for services or damages to facilities or equipment. Permission to use the space when indicated on this form is granted based on the information provided. Any changes in the information as reported on this form must be communicated to the primary space scheduler in order to maintain the reservation. A final signature by the applicant indicates a willingness to abide by all federal, state, and local laws as well as the regulations of the University of Idaho, including those set by each individual facility. The University of Idaho reserves the right to deny facility use privileges to departments, groups, or individuals who refuse to comply with university regulations, or permit activity considered intrusive and/or detrimental to the best interest of the university’s constituencies. | | | | | | | | | | | | | | | | | | | | | | | |
| Signature of **applicant** | | |  | | | | | | | | | | | | | | | | | | | | |
| Print name & title of applicant | | |  | | | | | | | | | | | | Date of signature | | | | | | | | |
| **event approval** | | |  | | This event is approved | | | | | | | | | |  | This event is NOT approved | | | | | | |
| Comments from department | | |  | | | | | | | | | | | | | | | | | | | | |
| **Signature Of Lead Space Scheduler - Facilities** | | |  | | | | | | | | | | | | | | | | | | | | |
| Print name and title | | |  | | | | | | | | | | | | Date of signature | | | | | | | | |