

# EVENT SUPPORT REQUEST FORM

## FACILITIES MANAGEMENT

**For additional information on events and our policies, use the link below.**

<http://facilities.ucmerced.edu/campus-services/moving-and-events>

Event Name:			
Event Date(s):		Event Time(s):	
Location(s):	(Include building/room number or physical location)		

**\*\*All rooms need to be reserved through ASTRA or with appropriate at least 2 weeks in advance\*\***

Set Up Date/Time:		Tear Down Date/Time:	
FAU:		# of Attendees:	

(Required before acceptance) (Include vendors, staff, etc.)

Primary Contact:		Phone Number:	
E-mail Address:	UC MERCED EMAIL ADDRESS ONLY		
Secondary Contact:		Phone Number:	
Sponsoring Department:			

**\*\*If you are sponsoring a large event, please arrange a meeting with all supporting departments well in advance to ensure a quality event. Other supporting departments can include: Police, IT, TAPS and Dining. EH&S for any food serviced events. \*\***

Will food be served? ☐ Yes ☐ No

\_\_\_\_\_ Tables: Rectangular (max qty. 20)

\_\_\_\_\_ Podium: (max qty. 3)

\_\_\_\_\_ Tables: Round (max qty. 24)

\_\_\_\_\_ PA System: (max qty. 1)

\_\_\_\_\_ High Top Tables (max qty 10)

\_\_\_\_\_ CD Player: (max qty. 1)

\_\_\_\_\_ Chairs: (max qty. 200)

\_\_\_\_\_ Extension Cords: (max qty. 4)

\_\_\_\_\_ Canopies: (max qty. 9)

\_\_\_\_\_ Surge Protector: (max qty. 6)

\_\_\_\_\_ Small Riser: (max qty. 2)

**Additional Services Required:**

***Facilities reserve the right to decide the number of staffing needed and the extent of support for all events after consultation with event sponsor.***

☐ Building Access ☐ Electrical ☐ Grounds ☐ Refuse Services

**Additional details:** Please be sure to include as much detail as possible. You can also include a detailed schematic / diagram for specific set up requests. Feel free to use an additional blank page if needed.

**By submitting this form you are authorizing to pay for any FM services required in support of the event. To submit email the completed form and any attachments to [fmhelp@ucmerced.edu](mailto:fmhelp@ucmerced.edu). For any questions, please call 209-228-2986. Thank You!**