



Event Request

Request must be submitted 45 days prior to event. Any exceptions must be approved by Facilities Management

Events may not be advertised prior to event approval

Today's Date _____

Sponsor (must be USF affiliate) _____

Department/ organization/unit _____

Contact person (person that will be present at event) _____

Phone _____ Cell _____ E-mail _____

Co-sponsor _____

Contact person (person that will be present at event) _____

Phone _____ Cell _____ E-mail _____

Event description (attach additional pages if needed) _____

Requested location _____ Rain site _____

Event date _____ Start/End time _____

Is event open to the public? _____ Yes _____ No

Static displays (Vehicles, equipment, tents, etc.) _____

Number of persons affiliated with USF _____ Non USF affiliation _____

Age group _____ Anticipated parking needs _____

Will there be advertising (posters, radio/TV, web, etc.) _____

Admission charge _____ Merchandise sold _____

Will food be served? _____ Yes _____ No Vendor _____

Will alcohol be served? _____ Yes _____ No

Will security or EMT be required? _____ Yes _____ No

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A/V equipment or amplified sound? _____ Yes _____ No

If Yes, please explain

Will you need facilities services to be supplied by the Facilities Management (tables, chairs, garbage cans, etc.)? Yes No

If "Yes" you **MUST** contact Building Services at 974-4343.

Will there be guest speakers, entertainers, government officials, etc.? Yes No
If yes, submit profiles, including biography and previous appearances _____

***High profile events require risk management and protocol assessment.
Request must be submitted sixty (60) days prior to event.***

A certificate of insurance may be required for review by the General Counsel's Office. Certificate shall name the University of South Florida as the additional insured. Relevant information is:

***University of South Florida
Board of Trustees,
a public body corporate
4202 E. Fowler Ave. CGS 301
Tampa, FL. 33620
Attn: General Counsels' Office
Phone: (813) 972-2131
Fax: (813) 974-5236***

In the event of damages or other costs directly related to the execution of this event (i.e., clean up, etc.) the applicant agrees to be responsible for any and all charges; otherwise a security deposit as specified by Facilities management will be required.

**Sponsoring Department/Organization Co-sponsoring: _____
Department/Organization: _____**

Print Name _____
Date _____
Signature _____
Position/Title _____

Print Name _____
Date _____
Signature _____
Position/Title _____

Return completed form to:

***Jackie Gahagan
USF Facilities Management
OPM 100
Phone: (813) 974-0332
Fax: (813) 974-3199
Email: jgahagan@usf.edu***