

FACILITIES MANAGEMENT EVENT REQUEST - Questions, Answers and Action to Host a Successful Event

The University of South Florida has established a process for requesting the use of university space when hosting an event on campus. The process involves Facilities Management and multiple campus stakeholders to review and provide feedback to support a safe and successful event.

PREPARING FOR AN EVENT		
QUESTION	ANSWER	ACTION
How do I host an event on campus?	Review the Event Safety Manual . Complete & submit the Event Request Form for review.	Visit the Facilities Management Service Center web page to access the Event Request Form: https://www.usf.edu/administrative-services/facilities/requests/event-request.aspx
What is considered an Event?	A scheduled activity open for the public to attend or participate including but not limited to exhibitions, expositions, fairs, festivals, entertainment, cause-related, fundraising and/or leisure activity.	Please contact the Facilities Management Service Center with any questions you have regarding your event: Email: jgahagan@usf.edu Call: 813-974-0332
When do I submit my event request?	The completed Event Request Form must be submitted 30 days prior to the day of the event.	Email completed Event Request Form to: jgahagan@usf.edu
What type of event can be hosted on campus?	Conference, Departmental, Expo, Seminar or Social Events.	Complete Event Request Form.
Do I need to be affiliated with USF to host an event?	No, although a USF sponsor will be required. Only USF Faculty, Staff, Student, Registered USF Student Organization can sponsor an event.	The USF sponsor should be included in submitting the request. Please ensure the sponsor's information is provided.
What should I do about parking?	Parking permits are required to park on campus 24 hours a day, 7 days a week. Please coordinate with Parking and Transportation Services to ensure that guests and visitors have a positive parking experience when they visit campus.	Please visit the Parking and Transportation Services website: https://www.usf.edu/administrative-services/parking/permits/event-parking.aspx
Questions	Contact the Facilities Management Service Center.	Email: jgahagan@usf.edu Call: Primary 813-974-0332 Secondary 813-974-2845
REVIEW FOR SAFETY CONCERNS		
QUESTION	ANSWER	ACTION
Will I need insurance for the event?	Some events require insurance and may take up to 30 days to acquire. Environmental Health & Safety will contact you if insurance is required for the event. If you are a registered student organization, serving food or performing any physical activity at your event please anticipate needing insurance.	For questions please contact: Katherine Simpkins (Ogelvie) Email: kogelvie@usf.edu Call: 813-974-5720
Will I need security for the Event?	Some events require University Police and/or contracted security services.	University Police will contact you if security is required for the event.
Will I need Emergency Medical Technicians (EMT) for the event?	Some events require EMT services.	University Police will contact you if EMT services are required for the event.
AFTER THE EVENT REQUEST IS APPROVED		
QUESTION	ANSWER	ACTION
Does USF provide tables, chairs and/or trashcans? Can I get a cost estimate prior to the event?	Supply Chain Management can provide the items at a cost. Please contact SCM if you have questions or are requesting an estimate for tables, chairs and/or trashcans.	For an estimate please contact SCM. Email: scm-events@usf.edu Please submit a Work Authorization Rental & Labor Services Request Form at least one week prior to the event. The form can be found on the Facilities Management Service Center website: https://www.usf.edu/administrative-services/facilities/requests/event-request.aspx
Does USF provide clean up after the event?	It is the responsibility of the group sponsoring the event to assure that the space is returned to the same condition it was prior to the event. The area must be left clean and litter free. All trash must be taken to the nearest dumpster. If the area is left in an unsatisfactory condition you may incur a cleanup fee.	If cleanup is needed you will be contacted by FM. Departments will be expected to pay with a paying work order via FAMIS. Student Organizations and University Affiliated Organizations will need to submit a Work Request & Authorization Form. https://www.usf.edu/administrative-services/facilities/requests/request-service.aspx

Other Helpful USF Points of Contact

Advertising:

- To advertise in buildings, you will need to contact the Building Supervisors. A list of Building Supervisors can be found on the [USF Facilities Management Service Center website](#).
- To find out about advertising in Residential Housing, for Greek Villages, Holly Drive Apartments and Maple Suites, please contact Mark Hauser (mahauser@usf.edu) or Manuel Lopez (mlopez@usf.edu).
- To find out about advertising in The Village, please contact Chris Adams (cadams@cocm.com).
- To advertise in the Marshall Student Center and other digital platforms, please visit the MSC website (www.usf.edu/msc) and select the [Plan & Market Events](#) tab.

Requested Paying Services:

- Parking – Parking permits are required to park on campus 24 hours a day, 7 days a week. Please coordinate with Parking and Transportation Services to ensure that guests and visitors have a positive parking experience when they visit campus. You can find out more by visiting their website. (<https://www.usf.edu/administrative-services/parking/permits/event-parking.aspx>)
- Custodial Services – Olga Slavick, Facilities Management Building Services (813-974-4233 olgas@usf.edu) will work with you to make sure that you have adequate custodial support for indoor events. She will advise if you need to submit a paying work order. If you are not contracting extra custodial support, it is the responsibility of the group sponsoring the event to assure that the space is returned to the same condition it was prior to the event. The area must be left clean and litter free. All trash must be taken to the nearest dumpster. If the area is left in an unsatisfactory condition you may incur a cleanup fee from Facilities Management Campus Services.
- Tables, Chairs, Trashcans – Supply Chain Management (scm-events@usf.edu) can assist with renting tables, chairs and trashcans for the event. Please send an email to scm-events@usf.edu for a quote.
- Ryan Bradford, Tampa Fire (Ryan.Bradford@tampagov.net 813-274-7550) is the contact we have for EMT.

Other Support:

- Service Center (813-974-2845). The telephone is answered 24/7. Call the Service Center with any issues between 8:00 am – 5:00 pm (Monday – Friday). After hours and weekends, please call the Service Center at 813-974-2845 and they will contact the FM on-call duty officer.
- Modifying University Space – Please submit a [Space Impact Request](#) for port-a-lets/hand wash stations. Please include a map identifying the locations of where you want the port-a-lets to be placed.

Event Request Form

EVENTS MAY NOT BE ADVERTISED PRIOR TO EVENT APPROVAL

Request must be submitted 30 days prior to event. Any exceptions must be approved by USF Facilities Management.

If further information is requested and not provided at least 5 business days prior to your event, your request will be denied.

PLEASE REVIEW [EVENT SAFETY MANUAL](#)

Today's Date _____

Event Name _____

Sponsor Name and Department/Organization (must be USF affiliate) _____

Phone/Cell _____ USF Email _____

1st Contact person (that will be present at event) _____

Phone/Cell _____ USF Email _____

2nd Contact person (that will be present at event) _____

Phone/Cell _____ USF Email _____

Event Description (*attach additional pages as necessary*)

Event Date _____ Start Time _____ End Time _____ (*Include setup and breakdown*)

Requested Location _____

Is this event outdoors? Yes* No Inclement Weather Location _____

***IF YES, YOU MUST INCLUDE AN INCLEMENT WEATHER LOCATION AND PLAN. FORM WILL BE RETURNED IF NOT IDENTIFIED.**

Please attach Severe Weather Contingency Plan (*Template can be found at www.usf.edu/em/planning*)

Static Displays? (Vehicles, equipment, [tents](#), etc.) _____

Is the event open to the public? Yes No Is the event advertised to the public? Yes No

Estimated Total Attendance _____ # Students _____ # Faculty/Staff _____ # Non-USF _____ Age Range _____

Parking Needs? Yes* No ***IF YES, YOU MUST VISIT WWW.USF.EDU/EVENTPARKING FOR ACCOMODATIONS.**

Admission Charge _____ Merchandise Sold _____

Describe any advertising* (posters, radio, TV, web, etc.) _____

***EVENTS MAY NOT BE ADVERTISED PRIOR TO EVENT APPROVAL.**

Will food be served? Yes* No Food Vendor _____

***IF YES, YOU MUST INCLUDE NAME OF THE FOOD VENDOR. FORM WILL BE RETURNED IF NOT IDENTIFIED.**

Events not utilizing USF Dining Services or a commercial food vendor and serving food to 100 or more general public attendees are required to notify Environmental Health & Safety at least one week in advance using the [Temporary Food Service Event Notification Form](#)

Will alcohol be served? Yes No
 Will security or EMT be required? Yes No
 A/V equipment or amplified sound? Yes* No

*If yes, please describe _____

Will you need tables, chairs, garbage cans, etc? Yes* No

***IF YES, YOU MUST CONTACT SUPPLY CHAIN MANAGEMENT VIA E-MAIL AT SCM-EVENTS@USF.EDU.**

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

Will there be guest speakers, entertainers, government officials, etc? Yes* No

***IF YES, ATTACH PROFILE(S), INCLUDING BIOGRAPHY AND PREVIOUS APPEARANCES.**

***High profile events require risk management and protocol assessment.
 REQUESTS MUST BE SUBMITTED 60 DAYS PRIOR TO EVENT.***

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

University of South Florida
 Board of Trustees, A Public Body Corporate
 4202 E. Fowler Ave, CGS 301
 Tampa, FL 33620
 Attn: Office of the General Counsel
 Phone: (813) 974-2131
 Fax: (813) 974-5236

ADA Compliance: Per USF Policy, sponsors of programs and events must advise potential attendees who require reasonable accommodations that such accommodations must be requested at least five (5) business days prior to the event. The sponsor is responsible for providing reasonable accommodations and may need to coordinate with the Building Supervisor to determine what accommodations are available. For questions about ADA accommodations, please contact the [Office of Diversity, Inclusion & Equal Opportunity](#) at (813) 974-4373.

Sponsor		Day Of Event Contact	
Print Name	_____	Print Name	_____
Date	_____	Date	_____
Signature	_____	Signature	_____
Position/Title	_____	Phone/Cell	_____

Email completed form to:
[Jackie Gahagan](#)
 Email: jgahagan@usf.edu
 USF Facilities Management - OPM 100
 Phone: (813) 974-0332
 Alt. Phone: (813) 974-2845