

SPECIAL EVENT _____ DATE(S) OF ACTIVITY _____

REQUEST FOR SERVICES PACE ACADEMY

- INSTRUCTIONS:**
1. Check with person in charge of School Calendar to be sure date is clear.
 2. Fill out Request for Services and *obtain approval for event from person in charge of area needed.*
 3. Send original to Director of Plant Operations. Original will be confirmed and returned to originator.

IMPORTANT: The Operations Department needs adequate time for planning.
Please submit your request at least 10 calendar days before event.

Date Request Submitted _____

Name of Faculty/Staff Member/Person in Charge _____

Telephone: (Campus) _____ (Home) _____

Type of Program _____
(Conference, Meeting, Dance, etc.)

Program Time: Begin _____ a.m./p.m. End _____ a.m./p.m.

Hours Reserved for Set-up/Dismantling: Before _____ After _____

Attendance Anticipated _____ Program open to (underline): (Student body), (Faculty), (Public), (Registrants), (Members Only)

Building _____ Room Number(s) or Area _____

EVENT SCHEDULED: _____
Director of Plant Operations _____ Date _____

PHYSICAL PLANT SERVICES NEEDED

Type of Service	Quantity and/or Description	Remarks
Tables		
Chairs		
PA System/Podium		
Flats (walls)		
Platforms		
Heat/ Air Conditioning		
Lighting		
Parking (spaces/ areas blocked off)		
Waste Baskets		
Extra Help (Maintenance)		
Keys		
Security (unlock/ lockup)		

Note: Please use space on the back of this form for a diagram of table, chair, etc. set-up.
Open flame devices or flammable materials of any nature must not be brought into any building except by special permission of Director of Physical Plant.