



Engaging the culture, changing the world®

Seattle Pacific UNIVERSITY

Facility and Project Management

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Campus Event Facility Checklist

This form is required if you have been approved to host an on-campus event by either the Office of Student Life or Conference Services and represents an agreement between the group organizer, the building occupants, Safety and Security, and the Facilities Department. It covers all event specifics and building access in order to ensure that campus facilities and personnel are prepared for events. A floor plan must be included of all planned activities and temporary installations (see item #5). **Only what is documented and agreed to in advance will be allowed during the event.**

The following items must be submitted to Building Maintenance at least **thirty days** prior to the event:

- Work order request – submit this online (<http://tma.spu.edu/>)
- Completed campus event facility checklist, along with all necessary supporting documentation – deliver to Building Maintenance at 2 W. Dravus St.

Failure to submit the required documentation in the specified time frame may result in the inability of our staff to provide the necessary services and/or cancellation of your event.

For events involving significant attendance (100 or more attendees expected), complicated setup, use of RBP stage, or other unusual items, you will need to schedule a review of your event with a representative from Building Maintenance (206-281-2330 / workcontrol@spu.edu). Be aware that any costs associated with setup, hosting, and cleanup will be the responsibility of the group organizing the event.

Event name _____	Location _____
Event date / time _____	Set up date / time _____
Contact name _____	Phone _____ Email _____
Sponsoring group _____	Advisor / Department _____
Expected attendance _____	Request / work order # _____ Budget # _____

1. Describe your event. What will you be doing, and what will it look like?

2. Identify and describe all potential uses of electrical, lighting, water, and heating (lights on/off, stage equipment to plug in, etc.):

3. Are additional tables, chairs, or carpet tiles needed? Attach a list of all groups and/or volunteers to set up or take down any of the following (if these are to be done by someone other than Building Maintenance):

Tables (how many) _____ Chairs (how many) _____
Carpet tiles (to be laid down by) _____

4. List the vendors to be hired and fully describe their activities. Provide copies of all documents including their contract, certificate of insurance, and proof that the University's Risk Manager has approved their services.

5. Describe any construction needs for the event (decorations, staging, plywood under equipment, etc.):

6. Provide location layouts on the maps provided by Building Maintenance (many maps are available online at www.spu.edu/depts/plant/roomlayouts.asp). Room layouts (tables, chairs, stage, etc.) and any temporary building modifications must be completely depicted and labeled.

7. Outline housekeeping needs on work request (garbage/recycle bins to be provided and/or checked, etc.).

8. Notify Safety and Security of the event and any off campus vendors that will be involved.

9. Make **advance** arrangements with CIS or ASSP for any audio/visual equipment needed.

10. If your event includes any type of food service, make arrangements with Building Maintenance for any necessary tables, and indicate the time they will be needed. **All food serving/cooking areas in or around Martin Square and Tiffany Loop must have ground protection. Damage resulting from failure to place protection will be charged to the event for paver and concrete cleaning. Protection should be coordinated as part of the equipment request process.**

11. Describe your advertising plan. Does it involve chalk, posters around campus, things posted in campus public spaces? Is it consistent with campus guidelines for signage and placement?

Other considerations

Parking closure / street use: _____

Insurance coverage: _____

All groups are advised that excessive and undue wear and tear to equipment, facilities, or grounds may result in repair charges.

Event Organizer:	_____
Staff or Faculty Advisor:	_____
Building Liaison:	_____
Director of Safety and Security:	_____
Assoc. Dir. for Bldg. Maintenance:	_____

Please be aware that we may not be able to process your service request without the proper signatures and information requested on this sheet.