

SPECIAL EVENT/SEMINAR/WORKSHOP/CONFERENCE FORM

COMPLETE FORM AT LEAST ONE WEEK PRIOR TO EVENT AND EMAIL TO: activities@ldeo.columbia.edu

1. NAME OF EVENT: _____ APPROX. # OF ATTENDEES: _____

2. PERSON(S) COORDINATING EVENT:

Name: _____ Contact #: _____

Name: _____ Contact #: _____

3. DATE(S) OF EVENT: _____ WEEKDAY _____ WEEKEND _____

4. LOCATION OF EVENT (LIST ALL BUILDINGS AND ROOM #):

5. HOURS OF EVENT: _____

MONDAY-FRIDAY (9-5):

DOES ANY BUILDING NEED TO BE UNLOCKED PRIOR TO 8 AM?

YES _____ NO _____ BUILDING(S) _____

WHAT TIME TO UNLOCK: _____

DOES ANY BUILDING NEED TO STAY OPEN PAST 6PM?

YES _____ NO _____ BUILDING(S) _____

WHAT TIME TO RELOCK: _____

WEEKENDS OR HOLIDAYS:

DOES ANY BUILDING NEED TO BE UNLOCKED?

YES _____ NO _____ BUILDING(S) _____

WHAT TIME TO UNLOCK: _____ WHAT TIME TO RELOCK: _____

6. NUMBER OF EXTERNAL PERSONS* _____

7. METHOD OF TRANSPORTATION (INCLUDING EXTERNAL PERSONS, HOTEL VANS , LIMOS OR BUSES) INDICATE IF BUS WILL REMAIN ON SITE:

* All external participants that are driving their own vehicles only need to inform the front gate guard the name of the event that they are here to attend and they will be given access to the grounds. We do not need a list of attendees, unless VIPS require special assistance.

MUST COMPLETE NEXT PAGE

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8. OUTSIDE VENDORS FOR EVENT INCLUDING CATERERS, TIME OF ARRIVAL AND DEPARTURE:

NOTE: ON WEEKENDS OR AFTER 7 PM WEEKDAYS THE CATERER OR THE DESIGNATED PERSON COORDINATING THE EVENT WILL NEED TO CLEAN AREA OF ALL GARBAGE AND BRING GARBAGE TO THE COMPACTOR. THE GUARD WILL GIVE THE KEY TO THE CATERER/COORDINATOR FOR THE COMPACTOR. RETURN TO GUARD WHEN DONE. THERE ARE NO CLEANERS WORKING ON WEEKENDS OR AFTER 7 PM DURING THE WEEK. TRASH SHOULD NEVER BE LEFT OUTSIDE DUE TO ANIMALS.

REQUIRING ADDITIONAL	YES	NO
Electric Power		
Tables/Chairs		
Coat Rack/Hangers		
Room set up		
Tents		
Cooking facilities		
Alcoholic Beverages		
Parking/Signage		
Custodial Services		

If Facilities Personnel are required after hours or on weekends there is a minimum fee of four (4) hours at time and half. For any additional custodial or security personnel the fee is a minimum four (4) hours at straight pay.

Any Additional Comments:
