

SPECIAL EVENT/SEMINAR/WORKSHOP/CONFERENCE FORM

1. NAME OF EVENT: _____

2. NAME OF PERSON COORDINATING EVENT: _____ CONTACT # _____

3. DATE(s) OF EVENT: _____

4. HOURS OF EVENT: _____

5. LOCATION OF EVENT (BUILDING(s) AND ROOM #'s)

6. DOES BUILDING NEED TO BE OPENED PRIOR TO 8 AM? YES (WHEN?) _____ NO _____

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

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

ALL PARTICIPANTS THAT ARE DRIVING THEIR OWN VECHICLES NEED TO STATE THE PARTICULAR EVENT THEY ARE HERE FOR WHEN THEY ARRIVE AND THEY WILL BE GIVEN ACCESS TO THE GROUNDS. WE DO NOT NEED THEIR NAMES

Special Note for evening and/or weekend events

In the event that the special event is taking place on a weekend please keep in mind that we do not have cleaners working on the weekends. We will ensure that the restrooms are stocked on the Friday evening and restrooms cleaned early Monday morning. Any catering that is done will need to be completely cleaned up by the Catering Company. They can retrieve the key for the compactor from the guard booth and return when done. This will also be the case for any day events during the week that does not end BY 7 PM.

If you are having an event after hours or on weekends at the Monell Building, the Security office needs to be made aware so as the building's magnetic door locks can be modified to your opening time or closing time.