

## Request for Equipment and Services

**\*\*PLEASE READ BEFORE COMPLETING\*\*THE DEADLINE TO SUBMIT THIS FORM IS TWO WEEKS IN ADVANCE OF THE EVENT.**

Prior to completing this form, the event must be approved by the appropriate UF office. The Office of Student Activities and Involvement only permits and approves registered student organizations while the Office of the Vice President for Business Affairs permits and approves all other persons/groups for campus events. Please contact the appropriate office for event policies and procedures before continuing with Facilities. (352) 392-1336 [ufba-events@ufl.edu](mailto:ufba-events@ufl.edu)

All outdoor field reservations must be completed through RECSports <https://recsports.ufl.edu/about/forms-and-requests/reservations/> 352.846.1081

Please fill out this form and send it to [workorder@admin.ufl.edu](mailto:workorder@admin.ufl.edu). If applicable, you will receive estimate(s) for all requested items. The estimates must be accepted and funded before the Work Order is scheduled. It is the customer's responsibility to contact Work Management and accept the estimate and provide funding information. Work will be scheduled on a first come, first serve basis once the estimate is approved and funding is established.

Please contact us as early as possible prior to the event to ensure that we can assist you. We will attempt to process forms if received after the deadline, but are unable to guarantee that we can provide the requested equipment/support. For more info visit <https://www.facilitieservices.ufl.edu/get-help/event-services/> or <https://eventservices.ufsa.ufl.edu/>

Event Information	
Event name	Date of event
	Time of event
Event description	Expected # of participants
Will food/beverages be served? No                      Yes	Name of food/beverage vendor(s):
Will there be vendors other than food? No                      Yes	Names of other vendors:
Will participants be able to bring food/beverages from outside the event? No                      Yes	
Is this a first time event? No                      Yes	Month/year of last event:
Are you seeking "Green event certification" from the Office of Sustainability? <input type="radio"/> No <input type="radio"/> Yes <a href="http://sustainable.ufl.edu/news-events/sustainable-event-certification-guide/">http://sustainable.ufl.edu/news-events/sustainable-event-certification-guide/</a>	

Please check all event equipment and services that you are requesting:	
Equipment Rental	Contracted Services
Tables..... _____	Delivery and pick up of equipment
Chairs..... _____	Indoor site clean-up ( <i>Custodial Only</i> )
Recycling containers..... _____	Outdoor site clean-up ( <i>Grounds Only</i> )
Food waste/compostable containers..... _____	Electricity to site (Plaza of America)
Trash containers..... _____	Restrooms Unlocked/Stocked/Cleaned (Outside Venues)
Barricades..... _____	Water meter install (Required for Dunk tanks and/or other water filling event support services.
Century Tower Lighting..... _____	
Poster Boards*..... _____	
*Poster Boards are now \$5.00 per board, per day.	*Utility line tracing (required for staked tents, sign posts or any other ground disturbance) must complete:

Event Site Information		
<b>Location of Event:</b> <div style="display: flex; justify-content: space-around;"> <span>Inside</span> <span>Outside</span> </div>	<b>Building and Room Number:</b>	
<p><b>Please add any additional information about the event here</b> (e.g., what time equipment should be delivered and picked up, special instructions)</p>		

Method of Payment
<i>All requests for event services require a means of paying for services, or for borrowed equipment that is damaged or lost.</i>
<b>Department PO number</b> (e.g. 17PPD12345)
<b>External Customer UFL number</b> (e.g. UFL123-001)

Contact Information
Requester Information
Requester: _____ Title: _____ Department: _____ Department ID: _____ Phone: _____ Cell: _____ Email: _____  Check here if the requester is the campus sponsor contact. You will not have to fill out the Sponsor Information.
Sponsor Information
Campus Sponsor: _____ Sponsor's Title: _____ Sponsor's Department: _____ Department ID: _____ Sponsor's Phone: _____ Sponsor's Cell: _____ Sponsor's Email: _____

Day of Event Coordinator/Contact Information (Required)
Name: _____ Cell Phone: _____ Email: _____

**Please email this completed form to:**  
[workorder@admin.ufl.edu](mailto:workorder@admin.ufl.edu)  
**Any questions, please call Work Management at 352-392-1121**