

## FACILITIES EVENTS PLANNING CUSTODIAL AND/OR AIR CONDITIONING REQUEST

**INSTRUCTIONS:** This form is to assist you in preparing for your event at the University of Southern California. Attached are the most common services Facilities provides. Please check all areas that are applicable to your event. All hourly labor charges are listed in each section. Some services requested after 3:00 PM during the week may require additional labor charges. All after-hour emergencies and weekend work require overtime pay at 1½ times the regular rate.

. \*Last minute requests (less than 48-hours), may includes last minute changes to an existing order, and may include an additional FMS LAST MINUTE FEE charge of \$75.00 . An additional LAST MINUTE FEE of \$55.00 is charged from the vendor, if applicable.

\*\*OUR POLICY IS THAT YOUR EVENT MUST BE PAID UPON RECEIPT OF INVOICE, OR THE EVENT MAY BE CANCELED\*\* REQUESTER IS RESPONSIBLE FOR PAYMENT.

Updated 7.28.16

Please initial \_\_\_\_\_

## UPC/HSC Facilities Events Planning: Phone Number: 213-740-3361 Facilities Event Fax: 213-740-9141

Address: 3450 S. Vermont, LA CA 90089-2590, FPM 100

Email: fms-evtp@usc.edu

EVENT INFORMATION - *Required					
Name of Event:  Event Permit Number:  Location(s):  Date(s) of Event:	* * * * * * * * * * * * * * * * * * * *				
One-Line Event Description:  Number of Attendees:	*	Is Food Being Served?	Yes No		
	EVENT TIMES	S - *Required			
Event Setup: Event Begins: Event Ends:	* * * * * * * * * * * * * * * * * * *	Date	Time		
Event Breakdown:		DRMATION - *Required			
Name: Address:	*				
Student Organization Name: Telephone #: Cell Phone #: Email:	* * * *	Advisor:			

1. AIR CONDITIONING/HEATING (Indoor Facil For informational pu	"X" if Services Requested						
NOTE: Unless AC is requested here, there is the po will apply for calls that a							
	Date(s)	Times (s)	Specific Location(s)				
LOCATION(S):	2 400 (3)	10000 (3)	specific Escanon(s)				
Be specific (Building name and room number,							
lobbies, floors, etc) *If multiple locations, please specify*							
2 CUSTODIAL SEDVICES (Indoor Equilities	. Classusams I	Dogtwooms)	"X" if Services				
2. CUSTODIAL SERVICES (Indoor Facilities, Classrooms, Restrooms)			Requested				
\$29.70 per h	our		<u>^</u>				
	Date(s)	Time(s)	Specific Location(s)				
Pre-Event Clean-up:	(2)	_ = ===================================					
(floor care, dusting, etc.)							
Post-Event Clean-up:							
(required for indoor events with trashcans/food)							
Scheduled Restroom Cleanup:							
(cleaning and restocking on a scheduled basis)							
Standby Custodian:							
(On-site at all times)							
(On-site at all times)							
Rooms and/or Restrooms being used:							
Please list other Custodial needs/information below	v :						
METHODS OF PAYMENT (PA	AYMENT MUST	BE MADE WITH AN '	'INVOICE PR")				
• NO Paper Requisitions: Payment must be entered in Kuali. Our Service Center # is "571" and the object code is							
20230 – Please include the Project Number and Project Name in the Description.							
A personal check can be mailed or brought to the address below.							
• Please make the check out to: Facilities Management Services							
• Cash can be brought to the address below (exact change only, please).							
<ul> <li>We do not accept Credit Cards or ATM Cards.</li> </ul>							
• FMS Blanket Requisition #	<del>urus.</del>						
FMS Dianket Requisition #	<u> </u>						
Eggiliti	os Managamant I	Twonts Planning					
Facilities Management Events Planning 3450 S. Vermont Ave. FPM Building							
LA, CA 90089-2590							
	LA, CA 70003	- <u>#</u> 3/U					
**OUR POLICY IS THAT YOUR EVENT MUST BE P CANCELED** REQUESTER IS RESPONSIBLE FOR		PT OF INVOICE, OR THI	E EVENT SERVICES MAY BE				
Requester Signature		Date					
			<del></del>				

This request form must be signed or your event will not be processed.