

Facilities Request Best Practices

1) Department	2) Admin Services/Custodial
Determine desired location, date, and time for event	After form is reviewed, requester is contacted with any questions for clarification
Complete facility request form providing: requestee name/contact information, department, event date, event description, set-up time, event start time, and estimated guest count	Provide input on desired location and availability of items requested, if needed.
Indicate requested services for event by checking appropriate boxes on form	After request is approved, a confirmation email is sent to all pertinent departments (custodial, grounds, IT, maintenance) and requester.
Provide any additional detailed information in the notes column on facilities request form	Set-up is completed by desired set-up time according to layout and information provided on form.
If PPE is needed, complete survey using link on facility request	Contact person is asked to walk-thru and approve event set-up prior to start time
Create detailed layout of desired set-up	Pick-up and clean-up is performed after the event end time indicated on facilities request form
Submit form to facilities@maderacollege.edu (10) days prior to the event for review and approval	
<u>Requester Requirements</u>	
<p>If any changes are required after facility request is approved and confirmed, requester must follow up with admin services support. Admin support will follow up with supporting departments impacted.</p> <p>The requester is responsible for handling and coordinating any items or services that are outsourced (canopies, heaters, etc.)</p> <p><u>All event items and decorations</u> are expected to be cleared and removed at the time specified as end time on the form prior to custodial pick-up and clean-up.</p>	

Madera Community College Facilities Request Form



Please complete and submit form to Administrative Services 10 days prior to the event

Request Date Requestee Name (First and Last name)

Phone/Ext. Email Address

Department Desired Room

Event Date Time Frame Event Description

Setup Time Start Time End Time Est. Guest Count

Additional needs beyond basic room setup, complete page 2 - Requested Services section.

Area Supervisor Date College President or Vice President Date

Administrative Services to complete

Approved/Not Approved VP, Administrative Services Date

Notes:

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Requested Services					
Building Services	Maint. Dept.	Police Services	Food Services	Ground Dept.	Computer/Audio Visual Services
<input type="checkbox"/> Tables	<input type="checkbox"/> Heat	<input type="checkbox"/> Relax parking	<input type="checkbox"/> Room use	<input type="checkbox"/> Event support staff	<input type="checkbox"/> Computer lab
<input type="checkbox"/> Chairs	<input type="checkbox"/> Air Cond.	<input type="checkbox"/> Keys	<input type="checkbox"/> Food	<input type="checkbox"/> Outdoor event	<input type="checkbox"/> Computer equipment
<input type="checkbox"/> Podium		<input type="checkbox"/> Officer	<input type="checkbox"/> Banquet	<input type="checkbox"/> Sprinklers off	<input type="checkbox"/> Sound system
<input type="checkbox"/> Room divider			<input type="checkbox"/> Catering		<input type="checkbox"/> Overhead/video projector
<input type="checkbox"/> Canopies			<input type="checkbox"/> Food sales		<input type="checkbox"/> Laptop
<input type="checkbox"/> Stage			<input type="checkbox"/> Potluck		<input type="checkbox"/> Screen
<input type="checkbox"/> Water hookup			<input type="checkbox"/> Concessions		<input type="checkbox"/> Microphone
<input type="checkbox"/> Garbage Cans					<input type="checkbox"/> TV/VCR
<input type="checkbox"/> Cones					<input type="checkbox"/> Polycom
<input type="checkbox"/> Access, Lockup					<input type="checkbox"/> Extension cords

If requesting Personal Protective Equipment (PPE) , please click here for survey

Event Request details (below, be specific):