

Event and Space Request Form (ESRF)

The following protocol will be used when planning and event or requesting event spaces throughout the College of Engineering and Computing:

- The unit requesting an event space should first contact the Events Liaison, to select dates(s) and determine the budget. Once chosen, the unit must complete the attached **Event Space Request Form (ESRF)**.
- The initiating unit will incur ALL expenses for the event. These include, but are not limited to, sanitation, catering, linens, flowers, police, parking and photography.
- The initiating unit **must** designate a contact person and provide necessary support staff to work prior, during and after the event.
- Once confirmed, the event must be posted in the CEC Events Calendar at <https://calendar.fiu.edu/> by the Contact Person or Events Liaison under the corresponding unit. Please use the FIU Calendar User Guidelines as a reference. If you do not have access to create an event on the CEC Events Calendar, please contact your events liaison to submit it on your behalf.
- For Reservations of student spaces such as the **Panther Pit**, an email will be sent out to students notifying them of the event. This will allow time to find alternative areas for studying.

Examples of University Events:

- Conferences
- Workshops
- Training
- Ceremonies
- Presidential Events
- Lecture Series
- Ribbon Cuttings
- Senior Design Presentation
- Recognition Events

Event liaison contact information can be found on the next page

Event Liaison Contacts for Units

If you encounter any issue, please contact Susy Chavez, EC 2427A, Office of the Dean; phone # 305 348 8334

Unit	Name	Email Address	Phone Number
Office of the Dean	Susy Chavez	suchavez@fiu.edu	305-348-2522 305-348-8334
Biomedical Engineering	Nakisha Alexandre	nakalexa@fiu.edu	305-348-6717
Moss Department of Construction Management	Yesenia Capi Anabella Semeco	ycapi@fiu.edu	305-348-2701 305-348-3172
Civil and Environmental Engineering	Jessica Tamayo	jetamayo@fiu.edu	305-348-2824
Electrical and Computing Engineering	Cristiana Uriarte Gilda Castillo	cruriart@fiu.edu gicastil@fiu.edu	305-348-2807
Mechanical and Materials Engineering	Ana Munoz	anmuno@fiu.edu	305-348-0198
Universal Computing, Construction and Engineering Education (SUCCEED)	Damaris Ferras Gonzalez	dferrasg@fiu.edu	305-348-3700
Multidisciplinary Engineering & Computing Education, Systems & Mgmt.	Kenneth Noguera	kenoguer@fiu.edu	



Event Space Request Form (ESRF)

Event Name: _____

Event Date: _____ Event Location: _____

Start Time (include set-up time): _____ End Time (include breakdown time): _____

Requesting Unit: _____ Contact Name: _____

Telephone: _____ E-mail: _____

Purpose of Event: _____

Approximate Number of Guests: _____ Do you need to change the layout of the room? _____

Will you be serving food? _____ Event Request Reservation Number: _____

Note

- Please submit an *events request form* through the *My Facilities* website <https://myfacilities.fiu.edu/> for events requiring room rearrangement or food (7 days prior to event)
- The *event request reservation number* from the Facilities Management events request form is required for events involving food. This will incur fees.
- The Office of the Dean personnel is not responsible for changing the layout of the room. You may request facilities to change the layout for you. The room must be changed back to its original format at the end of your event.
- Panther Pit Reservations: Must be done at least three (3) days in advance to allow time for students to be notified.
- Upon action on this request, the Events Liaison will contact the Contact Person designated on this ESRF via e-mail to confirm/deny/change event date.