

Event Space Protocols

The following protocol will be used when 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	Trainings	Ceremonies
Presidential Events	Lecture Series	Ribbon Cuttings	Student Project Showcase

Events Liaison Contact per Department:

Office of the Dean	Amanda Gonzalez	gonzaama@fiu.edu	305-348-8334
School of Biomedical, Materials, Mechanical Engineering	MME: Mariam Barrueco	mbarruec@fiu.edu	305-348-7292
	BME: Claudia Estrada	estradac@fiu.edu	305-348-6717
School of Electrical, Computer and Enterprise Engineering	ECE: Gilda Castillo	gicastil@fiu.edu	305-348-2807
	ELE: Patricia Amado	pamado@fiu.edu	305-348-2256
Moss School of Construction, Infrastructure and Sustainability	CM: Emily Martinez	emilmart@fiu.edu	305-348-2701
	CE: Sharon Manjarres	smanjarr@fiu.edu	305-348-2824
School of Computer & Information Sciences	Ariana Taglioretti	ataglior@cs.fiu.edu	305-348-4802
SUCCEED	Ileana Lindsay	ilindsay@fiu.edu	305-348-9995
CD-SSEC	Julie Vallejos	juvallej@fiu.edu	305-348-6929



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

- **Rearrangement of furniture and events involving food will need to submit an *events request form* through the *My Facilities* website at <https://myfacilities.fiu.edu/>.**
- **The *event request reservation number* from the Facilities Management events request form is required for events involving food. This will incur fees.**
- Please refer to the University's [In-Person Events Protocol](#) when planning your event.
- 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.