

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. Make sure to **post** notifications in advance to alert the students, and to please **remove them from the walls after your event is concluded**.

Examples of University Events:

- Conferences
 - Workshops
 - Training
 - Ceremonies
 - Presidential Events
 - Lecture Series
 - Ribbon Cuttings
 - Senior Design Presentation
 - Recognition Events
- EC2300 Reservations: Please submit your reservation 5-10 business days in advance, this room requires additional programming for door access and closure.**
- Requests for EC2300 are not guaranteed if made the day before. All room requests will be answered within 24 - 48 hours. Also, please note that CEC Leadership or University Leadership will occasionally/unexpectedly need this space for events, their reservation will take priority and your reservation is subject to cancellation, we will notify you of such cancellations and help accommodate to a secondary space.**

Event liaison contact information can be found on the next page

Event Liaison Contacts for Units

Unit	Name	Email Address	Phone Number
Dean's Office	Ivette Rodriguez	rodrigui@fiu.edu	305-348-8334
School of Biomedical, Materials, Mechanical Engineering	MME: Tiziana Leoni BME: Claudia Estrada	Tleoni@fiu.edu estradac@fiu.edu	305-348-0198 305-348-6717
School of Electrical, Computer and Enterprise Engineering	ECE: Gilda Castillo ELE: Patricia Amado	gicastil@fiu.edu pamado@fiu.edu	305-348-2807 305-348-2256
Moss School of Construction, Infrastructure and Sustainability	CM: Yesenia Capi CE: Sharon Manjarres	ycapi@fiu.edu smanjarr@fiu.edu	305-348-2360 305-348-2824
Knight Foundation School of Computing & Information Sciences	Ariana Taglioretti	ataglor@cs.fiu.edu	305-348-4802
School of Universal Computing, Construction and Engineering Education (SUCCEED)	Ileana Lindsay	ilindsay@fiu.edu	305-348-9995
Engineering Information Center Note: Complete EIC Comp Lab Reservation Form	Illaset Socas	isocas@fiu.edu	305-348-1870

To "tentatively secure a room at the EC areas/departments, please access the following link:
<https://eic.fiu.edu/services/room-reservation-system/> click the area and proceed with the reservation.

Please note that your reservation does not come with tech support, if tech support is needed it must be immediately requested prior to the reservation through EIC's Help Desk.

<https://fiu.service-now.com/eic>

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 event)
- 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.