

## 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

<b>Event Liaison Contacts for Units</b>
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*\* Natalia Hernandez can be reached for Dean's Conference Room and EC 2300 Reservations*

<b>Unit</b>	<b>Name</b>	<b>Email Address</b>	<b>Phone Number</b>
Office of the Dean	Natalia Hernandez	mnaherna@fiu.edu	305-348-2522
School of Biomedical, Materials, Mechanical Engineering	MME: Mabel Fernandez	mabferna@fiu.edu	305-348-0198
	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
Moss School of Construction, Infrastructure and Sustainability	CM: Yesenia Capi	ycapi@fiu.edu	305-348-2360
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

## 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.
- 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.