

Facilities Management and Development Event Supply Request Form

Ordering Details:

Please email the completed form to facilities-cbs@calpoly.edu

Rentals are permitted for on campus events only. All events must be scheduled in the Cal Poly Master Calendar before proceeding. To schedule an event, please visit <https://registrar.calpoly.edu/event-scheduling>. Fulfilling your order is based on equipment and labor availability and is not guaranteed until confirmed by the Facilities Help Center. Questions? Contact the Help Center at 805-756-5555 or email facilities-cbs@calpoly.edu

Contact Information:

Name:	Phone #:	Email:	Dept./Organization:
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Billing Information:

Fund:	Dept. ID:	Account: 617001	Program:	Grant/Project:	Class:
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Event Details:

Please submit separate forms for repeating events

Event Name:	Event Start Date:	Event End Date:	Event Start Time:	Event End Time:
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Event Location/Room: <small>Attach map if outdoors</small>	Event Scheduling Reference #: <small>To schedule an event, go to: https://registrar.calpoly.edu/event-scheduling</small>	Number of Attendees:
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Will food be provided?	If YES, Please select the one of the following:
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> MAYBE	<input type="checkbox"/> Campus Catering <input type="checkbox"/> Approved Campus Caterer – Please list: _____ <input type="checkbox"/> Other – Please list: _____ Please describe what food items will be served: _____

Rental Information:

Item	Description	Unit Price	Quantity	# of Days	TOTAL
6' Banquet Table	6' x 30" Rectangle	\$3.00			\$
8' Banquet Table	8' x 30" Rectangle	\$3.00			\$
Chairs	White Foldable Chair	\$0.25			\$
Podium	Classroom Podium	\$5.00			\$
A-Frame	Construction Grade A-Frame <i>Freestanding sidewalk sign</i>	\$5.00			\$
Zero Waste Set	1 Recycle Bin, 1 Compost Bin, 1 Landfill Bin <i>Waste liners included in each 55 gallon barrel</i>	\$2.00			\$
Compost Bin	55 Gallon Barrel & Bin Liner	\$1.00			\$
Zero Waste Package #1	1 Zero waste set, Zero Waste Bin Signage, Zero Waste Ambassador/Technician, Supply Delivery & Pickup	\$37.00			\$
Zero Waste Package #2	2 Zero waste sets, Zero Waste Bin Signage, Zero Waste Ambassador/Technician, Supply Delivery & Pickup	\$39.00			\$
Zero Waste Package #3	3 Zero waste sets, Zero Waste Bin Signage, Zero Waste Ambassador/Technician, Supply Delivery & Pickup	\$41.00			\$
Zero Waste Package #4	4 Zero waste sets, Zero Waste Bin Signage, Zero Waste Ambassador/Technician, Supply Delivery & Pickup	\$45.00			\$

All supply charges are based on a 24 Hour Period. All Zero waste packages must be prearranged at least one week prior to event date.

Additional Event Support:

Service	Service Date/Time	Return Service Date/Time	Price	Mark 'Y' for Yes or 'N' for No for add on services	TOTAL
Delivery & Pickup			\$35		\$
Self-Serve Pickup			\$0		\$
*Setup and Takedown Service			VARIABLES		\$
*Electric Spider Box			VARIABLES		\$

*Additional services are subject to scheduling and labor availability and must be prearranged. Labor charges are based on actual hours worked.

Estimated Total