

FACILITIES MANAGEMENT EVENT REQUEST - Questions, Answers and Action to Host a Successful Event

The University of South Florida has established a process for requesting the use of university space when hosting an event on campus. The process involves Facilities Management and multiple campus stakeholders to review and provide feedback to support a safe and successful event.

PREPARING

Other Helpful USF Points of Contact

Advertising:

To advertise in buildings, you will need to contact the Building Supervisors. A list of Building Supervisors can be found on the [USF Facilities Management Service Center website](#).

To find out about advertising in Residential Housing, for Greek Villages, Holly Drive Apartments and Maple Suites, please contact Mark Hauser (mahauser@usf.edu) or Manuel

Event Request Form

Request must be submitted 30 days prior to event. Any exceptions must be approved by USF Facilities Management.
If further information is requested and not provided at least 5 business days prior to your event, your request will be denied.

Today's Date _____

Event Name _____

Sponsor Name and Department/Organization (must be USF affiliate) _____

Phone/Cell _____ USF Email _____

1st Contact person (that will be present at event) _____

