

# ASU DPc Facility Use Request

Purpose: To request that building entry points, elevators, and/or stairwells are open to accommodate ASU related events scheduled outside of normal building operating hours.

Instructions:

1. Complete all **YELLOW HIGHLIGHTED** areas only. **INCOMPLETE FORMS WILL DELAY PROCESSING.** Type or print clearly in **BLUE** or **BLACK** ink only. Scan completed forms to **color PDF** and email to [dpcisaac@asu.edu](mailto:dpcisaac@asu.edu) a **MINIMUM of 48 business hours** prior to the event. **Allow 24-36 business hours for processing.**
2. DPC ISAAC Administration will distribute this form to ASU Police, Facilities, and Parking (note please visit <http://cfo.asu.edu/pts-visitor-downtown> to request event parking.) Please refrain from sending this form to the aforementioned departments to reduce communication issues and duplication of efforts.

## DEPARTMENT/EVENT CONTACT INFORMATION

Requestor Name		Request Date	
Email Address		Phone	
Mail Code		Agency/Org	
College/Department			

## EVENT INFORMATION

Event Name			
Event Description			
Contact Person DURING event		Contact Person Phone DURING event	
Event Start Date		Event End Date	
Event Start Time <i>(include setup time)</i>		Event End Time <i>(include breakdown time)</i>	
Building/Area		Room(s)/Floor(s)	
How many people will be in attendance at the Event?			
Will additional security be hired?			
Is the Event Time different for other days? <i>Please attach event schedule to request</i>			
Is the Event to take place indoors, outdoors, or both?			
Will there be catered food at the Event?			
What is your plan for trash removal for the Event?			
Do all outside vendors/contractors have insurance on file with ASU?			

## SIGNATURES

Dean/Director/Designee Name	
Dean/Director/Designee Signature	
Dean/Director/Designee Email	