

HUMBOLDT STATE UNIVERSITY

Facilities Management

707 826-3646 | PHONE
707 826-5888 | FAX
facilitymgmt@humboldt.edu | EMAIL
707 826-4475 | ALT

Standard Operating Procedure: FSS004

Title: Special Event Work Flow

The following interdepartmental procedure shall guide coordination and communication with the Special Events Coordinator concerning support services provided for special events on campus:

- All special event requests and reservations will be communicated to the designated Facility Support Services (FSS) specialist to ensure Facilities Management is aware of events taking place on campus so as to allow facility services to be provided and events are properly supported.
- When received, the designated FSS specialist shall review event information with all affected managers to ensure the Department is aware of the event.
- Should special events require support services (i.e., custodial, trash/recycle, grounds, moving of tables/chairs, set-up/take down, building systems setting modifications such as heat or lighting, etc.), the FSS specialist shall open a work order and develop tasks/resource requirements in consultation with managers so as to ensure the direct costs associated with providing said services are known.
- Once the FSS specialist has finalized tasks and resource requirements, a cost estimate for said services will be provided to the Special Events Coordinator or the appropriate campus department requesting services.
- The Special Events Coordinator shall confirm whether or not the event is reserved as well as any potential modifications to services required. In addition, total fees to be collected shall also be documented in the work order system as an “estimate” and communicated to the Special Events Coordinator or campus department.
- Once confirmed, Facilities Management shall provide event support services as defined within the corresponding work order.
- All resources provided, including labor, shall be reported and recorded within the work order system so as to allow Facilities Management the opportunity to fully understand the true costs associated with special event support.
- When cost recoverable events are finalized in the work order system, the Financial Analyst will be notified, an invoice will be prepared, compared to the original estimate, and sent to the Special Events Coordinator or campus department, and the work order will be billed and closed..
- All billable events will be reconciled monthly following the procedures outlined in FSS020.

REFERENCES

- Special Event Reservation Policies & Procedures

History

1 Harpst Street, Arcata, California 95521-8299 | humboldt.edu/facilitymgmt

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