

Date of Request

Shepherd Union
Event Services Request Form

This is NOT a confirmation! This sheet explains and reflects estimated additional costs regarding services not included in room rental costs.

***THIS FORM MUST BE TURNED IN TWO (2) WEEKS BEFORE EVENT OR
ADDITIONAL COSTS MAY BE CHARGED.***

EVENT INFORMATION

Name of Event:	Date of Event:	Cost Code:	Reservation ID:
Contact Person at Event:	Email Address:		Phone Number:

CATERING SERVICES

☐ WSU Dining ☐ No Food ☐ Other (Food Exemption Form **must** be submitted)*

*Requires authorization from Dining Services and Must be attached to this form.

TICKET INFORMATION

With WSU Student ID	\$	Other (discount for canned food, costume, etc.)	\$
Without WSU Student ID	\$		
Ticket Sales Begin Date:		Other Tickets: (special tickets must be provided in advance and be numbered)	
Ticket Sales End Date & Time:			
Type of Ticket (wristband - <i>provided free of charge</i> , ticket, other):			
Day of Event Only Ticket Sales: Ticket sales time start: Ticket sales time finish: Funds will be deposited in the Business Office Safe. Reimbursement will be made per WSU policy.			

SERVICE INFORMATION

Please refer to Confirmation for estimated costs. You will be billed for total hours based on actual start time, end time and additional services.	WSU Supervising Police Officer	\$ 35 per hour / per officer
	WSU Police Officer	\$ 25 per hour / per officer
	Building Manager After Hours	\$ 35 per hour / per manager
	Desk Attendant After Hours	\$ 25 per hour / per attendant
	Excessive Cleanup	\$ 50 per hour / per custodian
	Building After Hours	\$ 55 per hour

By signing this form you are acknowledging that you have completed this form accurately and completely and agree to abide by WSU and Shepherd Union Policies and Procedures. Advisor must have authorization for the listed cost code - signing this form allows event-associated costs to be charged to this cost code.

Person Responsible for Event - PRINT:	Advisor Responsible for Event - PRINT:
Person Responsible for Event - SIGNATURE:	Advisor Responsible for Event - SIGNATURE:
Person Responsible for Event - PHONE:	Advisor Responsible for Event - PHONE:

Event Reservation ID # _____ SEC Staff Initials _____ Info Desk Initials _____