



California State University, Stanislaus
 Event Services & Facility Rentals
 (209) 667-3913
 events@csustan.edu

Event Monitor Request Form

ALL REQUESTS MUST BE MADE AT LEAST TWO WEEKS IN ADVANCE

FEES AND BILLING INFORMATION

- Event Monitor Only: \$20.00 per hour per Event Monitor*
- Event Monitor + Shuttle Cart Service: \$45.00 per hour per Event Monitor*

**Minimum billing will be for 2 hours and will be rounded to the nearest half hour.
 If your event is cancelled, please notify Event Services at least 72 hours prior to the event date.
 Any cancellation after the 72 hour time-frame will be subject to a cancellation fee.*

Account #: _____ Fund #: _____ Department #: _____

Event Title: _____

Live Reference Number: _____

Event Location: _____ Event Date: _____

Time of Client Arrival: _____ Event Start Time: _____

Schedule of Program (please include food service times, presentation times, any activities, etc): _____

Event End Time: _____ Time of Client Departure: _____

Day of Event Contact: _____ Cell Phone: _____

The Event Owner listed below, its supervisors/officers, and the Contact are legally responsible for the event and for injury to property or persons. Signature of Event Owner below acknowledges full responsibility.

Event Owner Dept/Org: _____

Event Owner Name: _____

Event Owner Title: _____

Phone: _____ Email: _____

Signature of Event Owner: _____ Date: _____

Event Services Use Only

Received Date: _____ Estimate Provided: _____

Shift Scheduled: _____ Chargeback Completed: _____