

### EVENT SUPPORT HELP GUIDE

Facilities Services would like to support your event. In order to serve you, at least two weeks prior to your event, please provide us with the following information:

1. Please provide a name and contact number for your point of contact (faculty or staff).

#### Cleaning

1. How many guests are you anticipating?
  - If you are anticipating over 100 guests, please call Facilities to discuss staffing additional employees to support your event.
2. Will you be requesting additional trash pick-up, inside or outside?
3. Will you be requesting additional restroom checks (paper towel replenishments, toilet paper replenishments)?

#### Heating, cooling and lights

1. Will you be requesting alteration to the heating/cooling schedule?

#### Power

1. Do you have electrical power requirements?
2. Will there be Vendor Supplied equipment used (i.e. carnival rides, a stage, a movie screen, an ice-skating rink, snow machine or portable restrooms and/or generator)?

#### Grounds

1. Will you be requesting alteration to the sprinkler schedule?
2. Will there be food trucks? If so, what route will they be taking and where will they be parked?
3. Will there be banners/wall cling/decorations? If so, what Vendor will be applying and removing the decorations.

Please provide a sketch of your set up.



Please call Facilities Services at extension 4101 with any questions

### LIGHTS & AIR CONDITIONING:

You can submit your request Monday through Friday via email to [facilities@pepperdine.edu](mailto:facilities@pepperdine.edu) or you can use the link [Facilities Services Request Forms](#)

For weekend events, submit your request no later than end of day Thursday.

An email request sent to Facilities Services should include the following:

- Email subject line should read 'Scheduling Request'
- Dates
- Room numbers (not acronyms)
- Start times
- End times

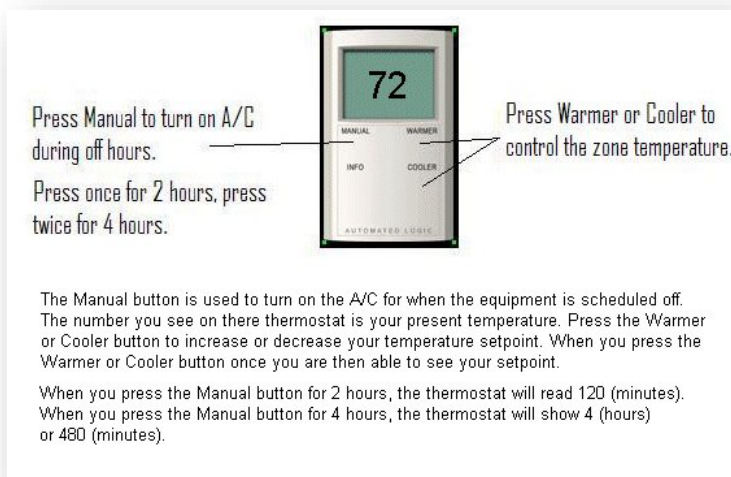
Be sure to include [les.thomas@pepperdine.edu](mailto:les.thomas@pepperdine.edu) , [Carlos.Lopez@pepperdione.edu](mailto:Carlos.Lopez@pepperdione.edu) , [Vincent.Ortiz@pepperdine.edu](mailto:Vincent.Ortiz@pepperdine.edu) and [Dick.Plascencia@pepperdine.edu](mailto:Dick.Plascencia@pepperdine.edu) on your email.

### What to do if lights and air are not on

Walk into the room. Some rooms on campus are equipped with motion sensors. The lights and air will not come on until the motion sensor has detected movement.

Even though the EMS may have been scheduled to turn on the lights, the lights may not be on due to the light switch on the wall being turned off.

Press the 'override' or 'manual' button the on the thermostat (example below). This will turn on AC and the lights for classrooms and seminar rooms. Your thermostat may look different but will operate the same. This function can work if the space isn't scheduled to be "On".



Make sure you are within the request scheduling time. We have had people arrive early and expect the lights and air to be on when they had requested a later turn on time. Please consider set up time and post cleanup for your event in submitting your schedule request.

For after hours and weekends support you can contact DPS at ext. 4442. They will contact the DFS technician on duty. Landscape Services, to support your on-campus event, offers the following guidelines:

# PEPPERDINE

## Department of Facilities Services

### LANDSCAPE SERVICES:

To support your on-campus event, please see the following guidelines:

- We prefer to keep irrigation off no longer than 24 hours – 1 irrigation cycle
- We can customize timing and locations of irrigation if we have sufficient detail about the event
- If you are using stakes of any kind, ALWAYS walk locations with an irrigation technician beforehand
- Please do not drive on the Alumni Park playfield; please use the route marked in yellow below:



### Typical Irrigation Schedule

- Alumni Park 8:30 pm – 5:50 am
- FFH 10:00 pm – 5:30 am
- Villa 8:00 pm – 5:30 am
- Main Campus 10:00 pm -5:00 pm
- SOL 9:00 pm – 2:45 am

## STRUCTURAL SERVICES:

- Protect the hardscape stained concrete surfaces (campus wide), executive homes, hardwood floors, and gymnasium floors (FFH) from table and tent set up to prevent scratching the surfaces.
- Abstain from taping signage to painted or finished surfaces campus wide. Tape damages the coatings on traffic signs, way-finding signs and walls.
- When transporting materials down stairs with a dolly, please move slowly to avoid damaging stair treads
- Be cautious around exterior custom tiles, campus-wide during set ups with heavy equipment (Juarez Plaza).
- Protect the removable bollards (FFH and VGC) from paint material damages.

### FFH- Blue Curtain Set Up

- One month advance notice is required.
- Events shall request, from Warehouse Services, the additional two curtains from Los Angeles warehouse.
- **This set up requires approximately 4 hours** after the vinyl floor protection is laid down to protect the court.
- Plywood is required to be placed in scissor lift pathway for weight distribution and as a precaution to damaging the court surface.
- If the seven (7) banner system is requested, please add an **additional 1-2 hours** for set-up.
- Set up requires contracted vendor support, a scissor lift, and approximately four to five persons.
- Keep in mind, outside vendor's set-up times and sequence (in relation to our staff's tasks) should be considered. Pepperdine Staff's tasks may be delayed by waiting on other employees/vendors which pressures the line of succession while the clock is running.

### For example:

- **Structural team follows Set Up crew** installation of blue vinyl for floor protection.
- **Call Brothers follow Structural crew's** vendor performing the installation of the blue curtain and/or the banner system.
- **Call Brothers must follow Set Up crew's** stage set-up.

—Removal includes time for safe work practices while doing high work and coordination with Athletic practice schedules.

### Alumni Park- Graduation Set Up / Strike

- Netting attached to the grandstand bleachers requires approximately 2 hours and two (2) staff members. This requires WHS coordination to provide netting drop off and pick up preferred by event staff.
- Flags and banner set up require approximately 3 hours.