

# Facilities

# Event

# Support

# Services



# When to Contact Us

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## Reunions/Commencement/Class Day

**4 months**

If you need support during year-end events reach out to us in January.

## Large Events

**3+ weeks**

We need time to schedule resources from multiple shops in the right order to support large events, i.e., movers to deliver stage pieces, then carpenters to build a stage, electricians to install wiring, etc.

## Tents

**2+ weeks**

Certain tent sizes, locations and electrical needs require permits from the township and utility markups. Two or more weeks gives us time to work with township deadlines, tent rental companies and official's schedules.

## Our “Busy Times”

**10+ days**

The more notice you give us, the more we can try to accommodate your needs, even knowing your order will change. We can occasionally plan small deliveries, carpenters/electricians, and rental inventory around large event needs.

### **Dates to work around:**

- September Opening Exercises      order by mid-August
- Football Tailgates                      order by mid-October
- April Princeton Preview              order by April 1

## Small Events

**3+ business days**

At least 3 **business** days gives us time to check our equipment inventory, plan delivery routes, schedule custodians for setup/cleanup, program door unlocks, schedule heating & cooling - the stuff behind the scenes. For Monday events order equipment by the previous Wednesday.

# Setup Considerations

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## Approvals

BEFORE requesting Facilities event support, all approvals must be secured for your event, i.e., Conference and Event Services (CES) for outdoor locations, Office of the Dean of Undergraduate Students (ODUS) for students. We are here to support your event after your event and location has been routed through the proper channels.

## Event Space

BEFORE requesting Facilities support, event spaces must be reserved through the *Event Management System* (EMS). When considering spaces, the locations listed below already have equipment and could decrease, or eliminate, equipment rental and delivery:

- Fields Center, Room 104
- Friend Center, Convocation Room
- Whig Hall, Senate Chambers
- New South, Training Room
- Andlinger, Maedar Hall Auditorium

## Setup vs. Event Start Time

When reserving a space, consider the timeframe required for setup and breakdown. Include an extra block of time to ensure early access to the space for equipment setup and time for breakdown. If you're not sure how long it will all take, ask us, we can give you an estimate.

## Protecting Campus Grounds

We are ready with suggestions and at times require materials to protect our campus grounds, i.e., rubber mats and straw, while providing a safe and comfortable area for your guests during inclement weather.

## Inclement Weather

Consider backup plans for outside events, including when to make a rain or snow call, and if you'll need an indoor option. Indoor event support needs differ significantly from outdoor plans and by making the call early enough we have time to shift plans, including heating/cooling, room setup, and equipment delivery locations.

- Morning event - no later than 1 pm the day before the event
- Evening event - no later than 9 am the day of the event

# Facilities Event Support Order Form

Facilities Event Support Request
Logout

[Main Menu](#) > New Event Support Order Request

**PRINCETON UNIVERSITY**

**First Name\*** 
**Last Name\***

**Phone\*** 
**Email**

**Alt NetID**

**Alt First Name** 
**Alt Last Name**

**Alt Phone** 
**Alt Email**

**Charge Source\*** Department Charge (Which charge source?)

**Department Id\*** Select a Department ID

**Fund Code\*** Select a Fund Code

**Program Code** (Optional)

**Event Name\***

**Select Event Location**

**Campus\*** PRINCETON - Princeton Campus

**Building\*** Select a Building

**Floor** Select a Floor -Note: If you select a floor, you must also select a room

**Room** Select a Room

**Event Start Date\***

**Event Finish Date\***

**Event Setup, Breakdown and/or Cleanup Needs**

*Please provide a description of your pre and post event needs*

**Do you need additional services for your event?\***

**Setup Required by Janitorial Staff?\*** Please select

None  
 Electrical  
 Flooring  
 Fencing  
 Grounds  
 Platform / Stages  
 Tents

You may select up to 5 files to upload. This feature works with Internet Explorer, Google Chrome, and Firefox. The max file size is 2MB.

**Complete Equipment Catalog**

Item Number	Item Type	Description	Unit of Measure	Price	Quantity
1000260	BOARDS	Board, Blackboard, w/Wheels, 4'x6'	EA	15	<input type="text"/>
1000261	BOARDS	Board, Bulletin, 4'x4' NO STAPLES, PUSH PINS ONLY	EA	10	<input type="text"/>
1000262	BOARDS	Board, Whiteboard, w/Wheels, 4'x6' (Indoor Use Only)	EA	15	<input type="text"/>
1000276	CHAIRS	Chair, Folding, Black	EA	2	<input type="text"/>
1000279	CHAIRS	Chair, Formal, White (Indoor Use Only Limited Quantity)	EA	5	<input type="text"/>
1000280	CHAIRS	Chair, Upholstered, Black & Gold (Maximum Order Qty is 15)	EA	10	<input type="text"/>
1000281	CHAIRS	Chair, Wooden, Black, University-Style (Indoor Use Only)	EA	10	<input type="text"/>

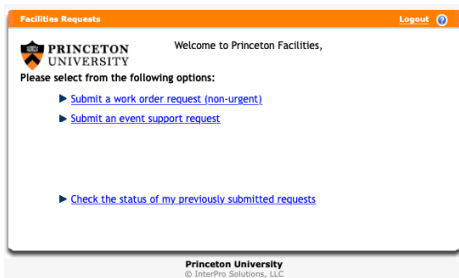
# Helpful Information

## Equipment Rental

- When ordering a grill you need to include fire safety equipment, specifically fire extinguisher(s) and four stanchions to rope off the area, and apply for a fire safety permit with DPS, **publicsafety.princeton.edu**. Don't forget bags of charcoal if needed.
- We own our rental equipment, and when necessary, we charge additional fees if equipment goes missing or gets damaged.
- When ordering easels, you need to order easel pads separately, or order free standing easel pads.

## Communicating with Us

- The best way to communicate any order changes is to **reply to your confirmation email** or call us (refer to your confirmation email for direct phone #s). Please do NOT submit a new form.
- We prefer you submit an order early that's 80% complete rather than receive an order 100% complete close to the start of the event.
- You can show us what you need by attaching a file when you submit your Facilities Event Support Order Form, e.g., a setup diagram.
- Checking any **additional service(s)** you MIGHT need doesn't commit you to any fees, it just alerts us to reach out to you to discuss your plans in more detail. We can tell you if you'll need additional electrical support for certain media or dining equipment, such as a sound system or a cotton candy machine.
- Princeton heats to 68°F and cools to 78°F, yet only in locations we know are in use. Email **CSCS@princeton.edu** to let us know when you will be using a room so we can turn on heating/cooling for your event. We are working on connecting heating/cooling to your room request.
- You can always check the status of any of your Facilities requests. Visit **facilities.princeton.edu/services/request-service**, select *Event Support Services*, login (or provide an email) and select the link on the bottom of the next screen, *Check the status of my previously submitted requests*.



# Tips

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## Green Your Event

- The Office of Sustainability has ideas to help you plan a sustainable event. Get more information by emailing [sustain@princeton.edu](mailto:sustain@princeton.edu) or visit [sustain.princeton.edu/resources/green-your-event](https://sustain.princeton.edu/resources/green-your-event).
- Reuse tablecloths when possible, and order a few extra to keep on hand for future events to save energy (delivery truck fuel) and time (yours, custodians, movers).
- Encourage proper recycling by clearly marking bins for landfill and recycling, and composting if available. Hire ecoReps or ask event volunteers to monitor bins for proper waste disposal.
- Purchase sustainable food and beverages.
- Choose paper over plastic tablecloths when possible.
- Avoid single-use disposable food service items.
- Endorse reuseables and B.Y.O.
- Prevent food waste. Ask attendees to RSVP and post leftovers on the FreeFood listserv as soon as your event ends. Send a blank email message to [freefood-subscribe-request@princeton.edu](mailto:freefood-subscribe-request@princeton.edu) to subscribe. Note: Food should only be kept out for 4 hours per state health code.

## In General

- When in doubt, contact us. Changes are not a problem. We are here to help make your event a huge success.
- Remember to include a trash can and recycling bin(s) if you have ANY food or drink. Even coffee or hot chocolate cups need to find their way into a trash bin, large enough for your guests.
- TigerCards now provide access to exterior doors in most classroom buildings until midnight, thanks to standardized hours. Remind your guests to have their TigerCard with them.

# What to do when...

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## You can't find the rental equipment

Call the Facilities Service Center, 609-258-8000, and we can see if the delivery is complete. If we see the equipment has been delivered, we can verify the drop off location.

## You need tablecloths at the last minute

Call the Facilities Service Center, 609-258-8000, and we can check our on-campus inventory. Consider ordering a few extra with your next event order to have some on hand for future events.

## You need to change the rental order

Reply to your confirmation email and let us know what has changed. We don't mind changes, especially when you give us at least 2 business days notice. DO NOT submit a second event form to communicate changes; this causes duplicate orders in our system.

## The building is locked

Try your TigerCard. Many buildings follow standardized hours which enable extended TigerCard access. If you still can't get in the building, call Public Safety for help, 609-258-1000. However, understand security issues take priority over building access issues and they may not be able to unlock the building right away.

To ensure a building is unlocked for your event during off-hours, contact the Building Access Coordinator (BAC) of the building ahead of your event. Find access coordinators on the Facilities website, [facilities.princeton.edu/BACSlst](https://facilities.princeton.edu/BACSlst).

# We are here to help

**Facilities Information**

***facilities.princeton.edu***

**Event Services**

***facilities.princeton.edu/events***

**General Questions**

**609-258-8000**

## Facilities Event Support Services

- Equipment rental, i.e., tables, chairs, etc.
- Equipment delivery & pickup
- Grills (including charcoal, fire extinguisher, stanchions)
- Location setup & breakdown
- Electronically controlled building access, through Building Access Coordinators (BACs) approval, ***facilities.princeton.edu/BACSlst***
- Heating/cooling adjustments
- Waste removal (as needed during & after event)
- Cleanup (as needed during & after event)
- Tents
- Fencing
- Lighting and wiring
- Stages & platforms
- Outdoor grounds protection
- Outdoor tree protection (grill location)
- Snow removal

## Other Campus Resources

- CES Toolkit - ***planyourevent.princeton.edu***
- EMS system for space reservations - ***scheduling.princeton.edu***