FACILITIES USE WORK ORDER

**WORK ORDER NO:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **GROUP:** ARTS & COMMUNICATION/DANCE DEPT.

**FACILITY:** DANCE STUDIO ROOM 1006 **EVENT:** “SUMMER DANCE WORKSHOPS”

**EVENT DATES:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **JULY/AUGUST** |  | **TIME:** | **Instructors** |
| 1. | July 7 – July 10 |  | 1:30 pm – 3:00 pm | D. Maue |
| 2. | July 14 – July 17 |  | 1:30 pm – 3:00 pm | J. Waali |
| 3. | July 21 – July 24 |  | 1:30 pm – 3:00 pm | M. Horvath |
| 4. | July 28 – July 31 |  | 1:30 pm – 3:00 pm | J. Waali |
| 5.  | August 4 – August 7 |  | 1:30 pm – 3:00 pm | F. Atule |

**EVENT TIMES:**

SEE CHART ABOVE

**SETUP DATES:** SEE DATES ABOVE

**SETUP TIMES:** NO SET UP REQUIRED

**BREAKDOWN TIME:**

***SET UP INFORMATION***

**1. CUSTODIAL, TO PLEASE PROVIDE THE FOLLOWING:**

1. Please sweep/vacuum & empty trash cans from Dance Studio Room 1006 after each event date.
2. Please make sure that the restrooms in the area are unlocked, clean and well stocked on each date.

**2. MAINTENANCE, TO PLEASE PROVIDE THE FOLLOWING:**

1. Please schedule AC or heat for this event on each date.

**3. CAMPUS POLICE, TO PLEASE PROVIDE THE FOLLOWING:**

# ADDITIONAL INFORMATION

1. Silvia Lugo/Jaami Waali is in charge of this event. Please contact her at Extension 5895.

**WORK ORDER DATE:** June 11, 2014 **BY:** Ursula Morris Williams

**COPIES TO:**

 [ ]  CUSTODIAL [ ]  CAMPUS POLICE

 [ ]  MAINTENANCE [ ]  FACILITIES

S MAGBUHAT

 [ ]  A.CARDENAS