

Event Request in State Owned Building

State of Alaska

Department of Administration, Division of General Services

Requestors are responsible for completing this form when scheduling an event in a State Building.

Written approval is required prior to event scheduling.

Name of Event:

Organization Name:

Contact Name:

Work Phone:

Other Phone:

Building/Location:

Date(s) of Events:

Time of Event:

Description:

Special Requirements: (Please note: DGS cannot supply tables, chairs, extension cords, PA systems, etc.)

Will food be provided at the event?

Yes

No

Will alcohol be provided at the event?

Yes

No

Certificate of Insurance provided?

Yes

No

STATE APPROVALS

DOA Facilities Manager

DOA/DGS Director

Risk Management

____ State Leasing & Facilities Manager

____ DGS Program Coordinator

FACILITIES CALL CENTER

Initial

Scheduled/Calendared:

Approval Provided to Requestor:

Work Order Processed (as needed):

Building Management Office
550 W 7th Avenue, Suite 130
Anchorage, AK 99501

Phone: (907) 269-0330

Fax: (907) 279-0591

Email: doa.atwood.bldg.mgmt@alaska.gov