

Special Events
M numbers Process – Billing for outside organizations, clubs, Fraternities and Sororities

| Topic | Guidelines |
|------------------------------------|---|
| Submitting a Request for an Event: | All requests for services need to be submitted through our website: https://apps.ufs.arizona.edu/WebApps/specialevents |
| Contact information: | Steven Natale: 631-5588 Chelsea Lopez: 621-7559 |
| Equipment Rental Fees: | http://www.fm.arizona.edu/fm-dept/equipmentlist.html When FM equipment is booked, we offer the option to use an approved outside vendor with the customer's approval. |
| Time in advance: | Customer will need to submit events request form to Events office 10 business days prior to the Event in order to provide estimates and set up the M number. If payment is not received 5 days prior the event, the event will be canceled. FM Special Events reserves the right to deny services if these guidelines are not followed. |
| Estimate: | The estimate will be sent to the primary contact within 72 Business hours. |
| Additional Fees: | FM Special Events office includes a contingency fee. <u>Once payment has been received we cannot make any adjustments to your event.</u> <i>*There is a \$35 delivery/pick up fee.</i> |
| Payment: | FM Special Events Office does not handle payments and does not receive any checks. FM Business Services Office (Eloisa Castillo at 621-1849) will be the point of contact to set up the M number and collect the checks. Once the check has been received, Eloisa will email the Events Office to proceed with the event Service Request. FM Business Services does not take credit card payments. |
| Address: | Checks can be personally delivered or mailed in. Checks payable to: The University of Arizona <div style="display: flex; justify-content: space-between;"> <div> Physical address: FM Business Services Attn: Eloisa Castillo 888 N. Euclid Suite 402 Tucson, AZ 85719 </div> <div> Mailing address: FM Business Services Attn: Eloisa Castillo P.O. Box 210460 Tucson, AZ 85721-0460 </div> </div> |
| Bluestake: | The University of Arizona Facilities Management Department will call in bluestakes through 811 (Arizona Bluestake) for Special Events on mall areas. U of A FM will be responsible for marking the area where work will take place with white paint. Subcontractors performing the work will be added to each bluestake ticket where work is being performed by that entity. Subcontractors will be the responsible party for making sure that the area in question has been bluestaked before any work may commence. Questions concerning markings can be addressed through UofA's FM's Special Events Office. Subcontractors will be responsible for all damages made to underground utilities (Facilities) due to but is limited to erased marks, staking on marks, weight, negligence, or working in a non-prudent careful manner. Subcontractors are responsible for making sure all marks are visible and maintained throughout the event. The University of Arizona complies with Arizona Revised Statute, Title 40 – Public Utilities and Carriers, Chapter 2 – Public Service Corporations Generally, Article 6.3 – Underground Facilities, 40-360.21 thru 40-360.32, Overhead Power Line Safety Law Forward, Article 6.4 High Voltage Power lines and Safety Restrictions 40-360.41 thru 40-360.44, and see Tolerance Zones Arizona Revised Statutes 40-360.21, N0.4. – Careful and Prudent Manner. |