**Housekeeping Event Request for Facilities Management**

Please complete this form and send it to Northwestern Facilities Management to complete your event request for Facilities and Housekeeping. **This is not optional**; all weekend events at Feinberg School of Medicine must secure housekeeping.

This should be email to: Facilities Management Customer Service

facilities-management@northwestern.edu

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| **VEMS Reservation number for Event** |  |
| **Chart-string** (List the chartsting that should be charged for all housekeeping fees) |  |
| **When is the event?**(Proved Dates and Start & End Times of the Event) |  |
| **Where is the event?**(List all rooms/spaces that will be used for the Event) |  |
| **Will there be food served?**(If yes, please list the times the food will be served) |  |
| **How many people are you expecting for this event?** |  |

**Cost Estimates**

If you would like an estimate for your housekeeping costs, you must send this completed form to Northwestern Facilities a **minimum of 1 week prior to your event.** All weekend events require a minimum of 4 hours of Housekeeping per contract.

*Please remember that these are estimates and are not the actual/final cost.*

If there are any questions or concerns please contact the following people:

Aramark Support Center Email- ARAMARK-SupportCenter-Northwestern@aramark.com

Angelina Smith- Aramark General Manager (housekeeping)- covelli-angelina@aramark.com

Northwestern Facilities Management- facilities-management@northwestern.edu