



FY 2027 EVENT REQUEST FORM

Requests must be submitted and confirmed at least 3 days prior to the event or a **\$50 late fee** will be assessed.

EVENT INFORMATION			
Event Name			
Event Date			
Start Time		Total Number of Hours	
Location			
Number of Attendees			
Additional Information			

REQUESTER INFORMATION			
Department Name			
Department Type	GT Department	Student Organization	Other
Contact Name			
Email Address			
Phone Number			

LANDSCAPE SHOP RATES – FY 2027	
Straight Time Rate Weekdays Only 6:55am – 3:00pm	Overtime Rate Evenings & Weekends OR after 3:00pm
\$49.07/ hr	\$61.56/ hr
TRASH CAN FEES	
Two (2) trash bags provided with each trash can rental Additional Trash Bag Fee: \$0.50 each	
Number of Cans	Price
1 – 5	\$44.45
6 – 10	\$73.90
11 – 20	\$132.80
21 – 30	\$191.70
31 – 40	\$250.60
41 – 50	\$309.50
51 – 60	\$368.40

TRASH REMOVAL OPTIONS
Please select your desired trash removal option
Number of Trash Cans Requested:
OPTION 1: CANS ONLY. No trash removal. Requester must throw away their own trash. Failure to remove trash will incur a 2-hour labor charge and possible suspension of future use.
OPTION 2: CANS + END OF EVENT TRASH REMOVAL. For events with 10 cans or less, or under 300 attendees. Cans and trash removed at the end of event. 2 hours of service incurred. This option is not available for events starting or ending after 3:00pm Friday - Sunday.
OPTION 3: CANS + CONTINUED SERVICE DURING EVENT. Overtime fees required.

PAYMENT INFORMATION	
Payment Method	Check – Please make checks payable to Georgia Institute of Technology Workday – Provide Work Tag #
Doc ID #	