

REGION SERVICE REQUEST

5/27/07

NO. _____

DATE: _____

CATEGORY: RECURRING ONE TIME ONLY EMERGENCY

INSTRUCTIONS:

This form is to be used to request services from the Grounds Maintenance Division in support of the Recreation Branch. It is **not** to be used to request services from the Construction and Repairs Division. Use one form for **each** request. When applicable, a sketch must accompany each request. The Service Request is not meant to locate, or Reserve furniture or items; this must be done by the requestor. **To reserve these, please contact Arthur Rodriguez on Groupwise: Arthur.Rodriguez@lacity.org before submitting the Service Request. Do not phone.**

FACILITY: _____ EVENT: _____

DATE AND HOURS OF EVENT: _____

ROOM OR AREA: _____ HOUR AVAILABLE: _____

PICKUP AND DELIVERY INFORMATION:

PICKUP FROM: _____ DELIVER TO: _____

NO. OF CHAIRS _____ NO. AND TYPE OF TABLES: BANQUET _____ CRAFT _____ CARD _____

CANOPIES _____ PENNANTS _____ PODIUM CITY FLAG AMERICAN FLAG STATE FLAG

Requestor has reserved tables/chairs with Art Rodriguez: Yes No Date: _____

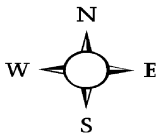
DATE OF PICKUP: _____ DATE OF RETURN: _____

SET-UP INFORMATION:

NO. OF CHAIRS _____ NO. AND TYPE OF TABLES: BANQUET _____ CRAFT _____ CARD _____

OTHER EQUIPMENT DESIRED _____

SKETCH IF APPLICABLE:



REQUESTOR: _____ APPROVED: _____

PRINCIPAL RECREATION SUPERVISOR: _____

PRINCIPAL MAINTENANCE SUPERVISOR: _____

OFFICE ROUTING INFORMATION

FORWARD TO: PRINCIPAL RECREATION SUPERVISOR PRINCIPAL MAINTENANCE SUPERVISOR
CONSTRUCTION DIVISION: Metro Citywide FORESTRY MUNI SPORTS