

Field Painting Procedures

- Reservations for field painting must be completed 2 weeks prior to the event.
 - You are encouraged to reserve all paintings at one time so its not a last minute thing
- Funds must be in your ASI account 2 weeks prior to event, if they are not, then your reservation will be cancelled and there will be no reschedule
 - If you have an issue with funds and need a couple more days, please contact us before we cancel your reservations
- Cancellations must be made 72 hours in advance; you could be billed if you cancel after the appropriate time
- You may choose between blue/yellow/white paint: blue last the longest if you want to save a few dollars
- Estimations of field paintings depending on the trace, will be around 300 dollars
- Confirm all reservations with our office as they will also be on the facility request form

ABSOLUTLY NO SELF-PAINTING, YOU WILL BE CHARGED FOR CLEANUP & OTHER CONSEQUENCES WILL BE TAKEN

PROCESS:

1. Confirm that you have a field reservation.
2. Come to Club Sports Office to pick up a Physical Plant Service Request
3. Fill Service Request out completely with:
 - a. The exact date of when you need the field painted
 - b. The exact location of the lining
 - c. The direction you want your field to be painted (n-s or e-w)
4. Attach a diagram of your field with dimensions.
5. Go to ASI Accounting for the Purchase Order # & to confirm that your account balance.
6. Take the Service Request to Physical Plant & discuss any issues regarding the request.
7. Call **657-278-2410** to set an appointment with the grounds personnel to paint the field.