

Event Date: _____

Building Services staff to set up? Yes No
Event staff to set up and return? Yes No

EQUIPMENT REQUEST FORM

Today's Date	Event Name	Sponsor	Event Space

Contact Person	Phone	Mail Stop	Org. Number

Equipment	Qty	Pick-up Time and Date	Equipment to be Placed At:
Chairs			
8' Tables			
12' Tables			
Card Tables			
Trash Cans			
Stage risers 4'x6' (See sample layout sheet)			
Stage Tool			
Podium			
Cleaning Kit			
Other			

Building Services staff, by prior arrangement, will set up and take down your event at the service rate of \$24.00 per staff hour. To initiate this, you must first contact Facilities Work Request Center via e-mail or extension 6120 and provide account information. Building Services also requires a drawing of the set up arrangement before set up can begin.

If you wish, we will supply the above equipment that you may set up and return at no charge. If so, all equipment must be cleaned and returned to pick up location right after the event. Any equipment taken down, or cleaned up and returned by Building Services staff will require a return charge of \$36.00/hour. There will be a \$25.00 recharge if the stage tool is lost.

Read and understood _____

Return Date: _____