Clear Form

Fill in online and click Submit. You do not need to get signatures when making a request. Signatures will be obtained when the chairs are delivered and returned.

FACILITIES & BUSINESS SERVICES
SPECIAL EVENTS ITEMS REQUEST/AGREEMENT

Notes: A Facilities employee must be present at the time of the pick-up or return of university property. Deliveries are made only for university events on campus. You will be notified by phone if the request cannot be filled.

Please choose one: Pick-up ☐ Delivery ☐

Pick-up/Delivery Date: _____ Pick-up/Delivery Time: _____

Return Date: _____ Return Time: _____

Items Available	Number Checked-Out/ Requested	Number Returned	Number Missing	Charge Amount
Folding Chairs	_____	_____	_____	_____
My-Lite Tables (3' x 8')	_____	_____	_____	_____
Large Trash Cans (44 gallons)	_____	_____	_____	_____

Name of Person Requesting Items: _____ Phone _____

Other Contact Person: _____ Phone _____

Organization: _____

Location of Event: _____

Comments/Special Instructions: _____

_____

Submit Request

_____ _____
Signature and Date of Person(s) Receiving Tables/Chairs/Etc. Date

_____ _____
Signature and Date of Person(s) Returning Tables/Chairs/Etc. Date

Check-out Signature _____ _____
Facilities Representative Date

Return Signature _____ _____
Facilities Representative Date