

# Facilities Request/Set-Up Form

Your Name \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of the Group Requesting Room: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Room Requested: \_\_\_\_\_ Number of People Expected: \_\_\_\_\_

Number of Tables Needed: \_\_\_\_\_ Number of Chairs Needed: \_\_\_\_\_

Podium Needed: \_\_\_\_\_

AV Equipment Needed: \_\_\_\_\_

Coffee/Tea Set Up? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Sexton Fee Required (for office use) \_\_\_\_\_

Equipment Fee (for office use) \_\_\_\_\_

If you would like the tables arranged in a particular way, please sketch layout below: