

# FACILITIES SET-UP REQUEST FORM

Please read the reverse side of this form prior to completing it. Forms should be submitted **at least 10 days** prior to the event.

**For all events send copies to:**

- \_\_\_\_\_ Custodial Services (1-FACILT)
- \_\_\_\_\_ Central Campus Scheduler (F-CSERV)

You can scan your completed Set-Up Request Form and send via e-mail to: [lnichols@carleton.edu](mailto:lnichols@carleton.edu), [scheduling@carleton.edu](mailto:scheduling@carleton.edu), and [psabrows@carleton.edu](mailto:psabrows@carleton.edu).

**If applicable send copies to:**

- \_\_\_\_\_ Carleton Dining Services (Catering Services, F-BONAPP)
- \_\_\_\_\_ Electrical (Maintenance, 1-FACILT)
- \_\_\_\_\_ Grounds (Jay Stadler, 1-FACILT)
- \_\_\_\_\_ Security (F-SECURT)

Today's Date \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Dept. \_\_\_\_\_ Charge # \_\_\_\_\_

Event \_\_\_\_\_ Day & Date \_\_\_\_\_ Event Start Time \_\_\_\_\_

Location \_\_\_\_\_ Est. # of Guests \_\_\_\_\_ Event End Time \_\_\_\_\_

(OFFICE USE ONLY)      **Set-Up Time** \_\_\_\_\_      **Take Down Time** \_\_\_\_\_

<u>Set-Up Requirements</u>
Tables: Banquet (10 People) _____ Round (8 People) _____
Chairs: Folding _____ Other _____
Lectern – Type: Floor _____ Table Top _____
_____ Staging – Dimensions required: _____ <b>NOTE:</b> Only 4 sections are available 4' x 8' each
_____ Steps for staging 1 _____ (1 side) or 2 _____ (2 sides)
_____ Choral Risers – Must have approval from Music at x4475 to use
_____ Stage Extensions (Chapel Only)
_____ Coat Racks
_____ Room Dividers – can use for poster display (Great Hall Only)
_____ Easels
_____ Central Air On or Deliver Fans/Open Windows
_____ # of Waste Containers: Trash _____ Recycle _____ Compost _____
_____ Grounds: _____
_____
_____
PEPS: For presentation equipment and/or PEPS assistance, please submit a PEPS request at <a href="http://apps.carleton.edu/campus/peps/">http://apps.carleton.edu/campus/peps/</a>
<b>Disability Accommodations:</b> You are responsible for making any necessary arrangements. Consult the <i>Carleton College Resource Guide for Providing Disability Accommodations</i> .
<b>Facilities Set-Up Charges</b> \$30.00 per hour, charged in 15-minute increments. (Minimum \$30.00 charge for any set up.)
Billing Date _____ Total Due _____

<u>Set-Up Sketch</u> (See reverse side for information.)
<b>Special Notes:</b>
Other Requirements: _____
_____