



Policy for request/use of tables and chairs.

1. Tables and chairs used for on-campus extracurricular events and functions must be returned within one week (five working days). Exceptions must be approved by the Director of Physical Plant or his designee.
2. Tables and chairs used on-campus for curricular or staff functions must be returned within two weeks (ten working days). No exceptions. Can fax form to 660-785-4201.

I understand the above policies and that I am responsible for the requested items. I accept full responsibility for all tables and chairs to be in the same condition on pickup as they were on delivery. I understand Physical Plant will make all on-campus pickups and deliveries, but I am responsible for setup of the items. I understand all items must be protected from the weather and as soon as I am finished I will contact the Physical Plant at x4200 (office hours Mon.-Fri., 8 a.m. to 5 p.m.). *I will be responsible for loss or damages to the extent of repair or replacement. Repair or replacement cost can be obtained from the Physical Plant Office.*

Date/time to be delivered _____

Date/time to be picked up _____

Location to be delivered to _____

Outdoor Activity? Yes No (circle one)

Campus activity/organization/sponsor _____

Items requested _____

Today's date _____

Print Name _____ Telephone Number _____

Signature _____

Reservation done for outdoor activity? Yes No Initials _____ (office use only)

W.O. # _____ (office use only)