



## Table and Chair Request Form

### 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.
3. **Requests must be submitted at least one week prior to the event.**

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.-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? (circle one): Yes No

Campus activity/organization/sponsor \_\_\_\_\_

Items requested \_\_\_\_\_

\_\_\_\_\_

Today's date \_\_\_\_\_

Print Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Signature \_\_\_\_\_

You may drop off this form in the General Services Building 207 or email the form to [abuck@truman.edu](mailto:abuck@truman.edu).

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

W.O. # \_\_\_\_\_ (office use only)