

Table and Chair Request Form

Policy for request/use of tables and chairs:

The Physical Plant has a supply of folding table and chairs which are available to Truman State campus departments/organizations for official functions. The table and chairs must not be taken off campus, nor are they available on a permanent loan basis.

Table and chairs will be delivered during business hours only, Monday thru Friday (7:00am-3:00pm). If your event ends after working hours, you will be responsible for returning the tables to where they were delivered. The requesting party is responsible for any damage or loss to tables and/or chairs while in their possession. Tables will be charged out at the cost of replacement. **Tables-\$50.00 each/Chairs-\$25.00 each**

All requests for tables and/or chairs should be submitted using this form only. The Physical Plant reservations will be handled on a "First Come, First Serve" basis with all possible accommodations made.

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 table and chairs to be in the same condition on pickup as they were on delivery. I understand that the Physical Plant will make all on-campus pickups and deliveries, but I am responsible for the setup of 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. 7:00am-3:00pm). I will be responsible for loss or damages to the extent of repair or replacement.

Date/time requested to be delivered _____

Date/time to be picked up _____

Location to be delivered to _____

Activity/organization/sponsor _____

Items requested: Number of Tables _____ Number of Chairs _____

Today's Date _____

Print Name _____

Telephone Number _____

Signature _____

You may drop this form off in the General Services Building 207 or email the form to wecare@truman.edu.