



**STUDENT EVENT FURNITURE REQUEST**

**UNIVERSITY SPECIAL EVENTS**

Event Date: \_\_\_\_\_ Event Location: \_\_\_\_\_

ALL REQUESTS FOR EQUIPMENT MUST BE RECEIVED AT LEAST 20 DAYS PRIOR TO THE EVENT DATE.

Set Up

Deliver

Setup/Deliver Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ Pick up Time: \_\_\_\_\_

Name of Requester/Point of Contact: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Account# \_\_\_\_\_

(Account number is required in the event the equipment is damaged or not returned)

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

Email: \_\_\_\_\_

**(Email address must be a UST email address)**

**Specify the amount of equipment:**

**Tables**

Rectangular 6' \_\_\_\_\_ (97 in stock)

Rectangular 8' \_\_\_\_\_ (6 in stock)

Round 60" \_\_\_\_\_ (80 in stock)

Round 72" \_\_\_\_\_ (5 in stock)

Bar High 25.5" \_\_\_\_\_ (10 in stock)

Bar High 32" \_\_\_\_\_ (10 in stock)

**Chairs**

Folding \_\_\_\_\_

**Other**

Podium \_\_\_\_\_

Stage \_\_\_\_\_ (24 sections)  
(4x8 section)

Stairs to Stage \_\_\_\_\_  
(2 sets of stairs)

Trashcans \_\_\_\_\_ (7 in stock) Orange Fencing outside (for events with an alcohol permit) \_\_\_\_\_

Tarp for stage \_\_\_\_\_ (2 in stock when using outside overnight) bungee cords for tarp \_\_\_\_\_ (10 in stock)

\* All cancellations must be made in writing at least 2 days prior to the event.

Setup Instructions must be included with **diagram**.

DIAGRAM ATTACHED      YES      NO      USING DIAGRAM PROVIDED      YES      NO

Organization officer's signature & title: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_