

# FACILITY SET-UP REQUEST

(To be used only after facility use has been granted and confirmed)



ORGANIZATION NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ ALT. PHONE: \_\_\_\_\_

ROOM TO BE USED: \_\_\_\_\_ DATE OF FUNCTION: \_\_\_\_\_

(For McCready Hall usage please indicate North, South or entire Hall)

Is this a one time use? \_\_\_\_\_ no, please list dates: \_\_\_\_\_

## FUNCTION INFORMATION:

Type of function: \_\_\_\_\_ number attending: \_\_\_\_\_

Organization is expected to begin preparation by: \_\_\_\_\_ AM PM

Actual Start time: \_\_\_\_\_ AM PM End time: \_\_\_\_\_ AM PM

Clean - up (by organization) is expected to be completed by: \_\_\_\_\_ AM PM

SET - UP is expected to be completed by: \_\_\_\_\_ AM PM

## REQUESTED MATERIALS:

# \_\_\_\_\_ tables round or long

# \_\_\_\_\_ microphone

# \_\_\_\_\_ chairs

# \_\_\_\_\_

# \_\_\_\_\_ podium

# \_\_\_\_\_

Received by Office \_\_\_\_\_ Maintenance Department on \_\_\_\_\_

### **Important Note**

This form must be submitted TWO weeks prior to engagement to ensure Set-Up Request.  
ALL groups are responsible for clean-up

**USE**

**NEXT PAGE FOR SET-UP DIAGRAMS**

# FACILITY SET-UP REQUEST

(To be used only after facility use has been granted and confirmed)



Please use this area of this form for McCready Hall use only

Stage Area

North Side McCready Hall

----- Room Divider -----

South Side McCready Hall

Kitchen Area

For other rooms please use this area of the form.

Please indicate room \_\_\_\_\_

[Empty rectangular box for room specification]