

# FACILITIES SET-UP REQUEST FORM

Please read the reverse side of this form prior to completing it. Forms should be submitted **at least 10 days** prior to the event.

**For all events send copies to:**

- \_\_\_\_\_ Custodial Services (1-FACILT)
- \_\_\_\_\_ Central Campus Scheduler (F-CSERV)

You can scan your completed Set-Up Request Form and send via e-mail to: [lnichols@carleton.edu](mailto:lnichols@carleton.edu), [nponder@carleton.edu](mailto:nponder@carleton.edu), and [psabrows@carleton.edu](mailto:psabrows@carleton.edu).

Today's Date \_\_\_\_\_

**If applicable send copies to:**

- \_\_\_\_\_ Carleton Dining Services (Catering Services, F-BONAPP)
- \_\_\_\_\_ Electrical (Maintenance, 1-FACILT)
- \_\_\_\_\_ Grounds (Dennis Easley, 1-FACILT)
- \_\_\_\_\_ Headley House Coordinator (Charlene Hamblin, 5-LTC)
- \_\_\_\_\_ PEPS Audio/Visual (PEPS, 2-ITS)
- \_\_\_\_\_ Security (F-SECURT)

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Dept. \_\_\_\_\_ Charge # \_\_\_\_\_

Event \_\_\_\_\_ Day & Date \_\_\_\_\_ Event Start Time \_\_\_\_\_

Location \_\_\_\_\_ Est. # of Guests \_\_\_\_\_ Event End Time \_\_\_\_\_

(OFFICE USE ONLY) **Set-Up Time** \_\_\_\_\_

**Take Down Time** \_\_\_\_\_

**Set-Up Requirements**

Tables: Banquet (10 People) \_\_\_\_\_ Round (8 People) \_\_\_\_\_

Chairs: Folding \_\_\_\_\_ Other \_\_\_\_\_

Lectern – Type: Floor \_\_\_\_\_ Table Top \_\_\_\_\_

\_\_\_\_\_ Staging – Dimensions required: \_\_\_\_\_

**NOTE:** Only 4 sections are available 4' x 8' each

\_\_\_\_\_ Steps for staging 1 \_\_\_\_\_ (1 side) or 2 \_\_\_\_\_ (2 sides)

\_\_\_\_\_ Choral Risers – Must have approval from Music at x4475 to use

\_\_\_\_\_ Stage Extensions (Chapel Only)

\_\_\_\_\_ Coat Racks

\_\_\_\_\_ Easels

\_\_\_\_\_ Remove Rugs (In Great Hall Only)

\_\_\_\_\_ Central Air On or Deliver Fans/Open Windows

\_\_\_\_\_ PEPS Audio/Visual (arranged by calling x7070)

\_\_projector \_\_computer \_\_screen \_\_DVD/CD player \_\_microphone

\_\_\_\_\_ Trash Containers #: \_\_\_\_\_

\_\_\_\_\_ Recycle Containers #: \_\_\_\_\_

\_\_\_\_\_ Compost Containers #: \_\_\_\_\_

\_\_\_\_\_ Grounds: \_\_\_\_\_

**Disability Accommodations:** You are responsible for making any necessary arrangements. Consult the *Carleton College Resource Guide for Providing Disability Accommodations*.

(FOR FACILITIES OFFICE USE ONLY)

**Facilities Set-Up Charges** \$30.00 per hour, charged in 15-minute increments. (Minimum \$30.00 charge for any set up.)

Billing Date \_\_\_\_\_ Total Due \_\_\_\_\_

**Set-Up Sketch**

(See reverse side for information.)

**Special Notes:**

Other Requirements: \_\_\_\_\_

## Facilities Set-Up Request Form – Instructions and Guidelines

When planning an event for the College, your department or your organization, there are some basic procedures that must be followed to ensure that your event will be a success.

**Always complete a set-up request and send it to all appropriate departments whenever your event will require special needs or services (anything beyond the use of a space or room “as is”).**

Examples of special needs include but are not limited to: tables and chairs be rearranged; a different type of furniture be delivered and set up; sidewalks and steps be clear of snow/ice; preparation tables for catering; audio/visual equipment, easels, trash containers, etc be delivered and/or set up.

**Regardless of how large or small your event will be, the same procedures apply:**

**ROOM RESERVATION** - A room or space must be reserved that will accommodate your needs. Contact Noel Ponder, Campus Scheduler, at x7185, to reserve the location or be referred to the appropriate office. A room may also be requested online at <http://apps.carleton.edu/campus/services/scheduling/>. If you are planning an outdoor event, you should reserve an alternate location in case of bad weather.

**FACILITIES SET-UP REQUEST** – A Facilities Set-Up Request should be processed. Only college personnel can perform certain services and you will be charged accordingly. If you have questions or no charge number, you must contact Patti Sabrowski, Custodial Supervisor, at x4739 to discuss any arrangements. **Completed Set-Up Requests must be received no later than 10 working days prior to the day of your event.**

**CATERING** - If food or beverages are to be provided, please contact Carleton Catering Services at x5430 to make arrangements. Additional tables are necessary for catering requests and typically require two banquet tables for food and two for food prep.

**DISABILITY SERVICES** – Carleton College will make reasonable accommodations for those with disabilities. If any member of your group or a guest at your event requires disability accommodations, you should make arrangements prior to the scheduled event or as soon as you are contacted about specific needs. (On any publicity for a public event you should list your name and number as the contact person for anyone requiring special accommodations.) *Refer to your office’s copy of the Resource Guide for Providing Disability Accommodations for further information.*

**AUDIO/VISUAL SERVICES** – All Audio/Visual services are arranged by calling x7070. Indicate on the facilities set up request if you have made any arrangements (e.g. microphone, VCR playback system, slides, etc).

**GROUNDS** – Indicate any items needed for outdoor events, such as clearing of snow from sidewalks or trash/recycle containers.

**EVENT PARKING** – Parking can be challenging when there are large events on campus involving visitors. Staff members responsible for large events where parking may be affected should contact Security Services to discuss parking strategies and prepare a communication plan for attendees and the campus community. Parking on the sidewalks is prohibited, with the exception of temporary parking for the purpose of unloading or loading equipment.

**SET-UP REQUIREMENTS** – Listed below are the furnishings that can be provided by the College to meet your needs. Since the number of items is limited, your use of them is subject to availability. You may wish to discuss your proposed set up with the Custodial Supervisor prior to filling out the request form to be sure your needs can be accommodated.

8 ft. banquet tables	Lecterns: floor or tabletop	Choral risers	Easels
5-ft. “Trustee” round tables	Staging and steps	Room fans	Trash Containers & Bags
Folding chairs	Stage extension (Chapel only)	Coat racks	Recycle Containers

**SET-UP SKETCH** – Provide a simple sketch showing placement of any furniture/furnishings you are requesting for your set-up.