FACILITIES SET-UP REQUEST FORM

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: Inichols@carleton.edu, scheduling@carleton.edu, and psabrows@carleton.edu.

If applicable send copies to:

_____ Carleton Dining Services (Catering Services, F-BONAPP)
_____ Electrical (Maintenance, 1-FACILT)
_____ Grounds (Jay Stadler, 1-FACILT)
_____ Security (F-SECURT)

Today’s Date __________________________
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
_____ Room Dividers – can use for poster display (Great Hall Only)
_____ Easels
_____ Central Air On or Deliver Fans/Open Windows

_____ # of Waste Containers: Trash ___ Recycle ___ Compost ___

_____ Grounds: __________________________

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PEPS: For presentation equipment and/or PEPS assistance, please submit a PEPS request at http://apps.carleton.edu/campus/peps/

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

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 __________________________

(Update 8/18)