FACILITIES SET-UP REQUEST FORM

For all events send copies to:

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

If applicable send copies to:

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

You can scan your completed Set-Up Request Form and send via e-mail to: inichols@carleton.edu, nponder@carleton.edu, and psabrows@carleton.edu.

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: ____________________________

__________________________________________

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 ____________________

Special Notes:

Other Requirements: ____________________________

(Update 6/14)
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/](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 x5023 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 e-mail to peps@carleton.edu. 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
- 5-ft. “Trustee” round tables
- Folding chairs
- Lecterns: floor or tabletop
- Staging and steps
- Stage extension (Chapel only)
- Choral risers
- Room fans
- Trash Containers & Bags
- Easels
- Trash Containers & Bags
- Coat racks
- Recycle Containers

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