**FACILITIES SET-UP REQUEST FORM**

For all events send copies to:

- ______ Custodial Services (1-FACILT)
- ______ Central Campus Scheduler (F-CSERV)
- ______ Electrical (Maintenance, 1-FACILT)
- ______ Grounds (Dennis Easley, 1-FACILT)
- ______ PEPS Audio/Visual (PEPS, 2-ITS)
- ______ Security (F-SECURT)

If applicable send copies to:

- ______ Carleton Dining Services (Catering Services, F-BONAPP)

Today’s Date _______________________________

Contact Person ______________________________ Phone ______________ Dept. ______________ Charge # ___________

Event ___________________________________ Day & Date ______________________________ Event Start Time _____________

Location _________________________________________ Est. # of Guests _______________ Event End Time _________________

(Office Use Only)

<table>
<thead>
<tr>
<th>Set-Up Time</th>
<th>Take Down Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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

______ PEPS Audio/Visual (arranged by e-mail to peps@carleton.edu)

- __projector  __computer  __screen  __DVD/CD player  __microphone

______ Trash Containers #:____

______ Recycle Containers #:____

______ Compost Containers #:____

______ Grounds: ___________________________________________

**(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______________________

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

**Special Notes:**

Other Requirements: _______________________________

_________________________________________________

(Update 1/12)