

APPROVED BY: ___ *Facilities* ___ *Development*

Event _____

Special Equipment Needs (i.e. staging, audio, video, tables, chairs, ladders etc.)

NONE

Equipment & Decorations being supplied by group renting the facility

	Expected Delivery & Pick Up Time
NONE	

Special Request for Event Set UP (i.e room configuration, bleacher needs)

Is diagram of room configuration attached? ___ Yes ___ No

NONE

Custodial Requirements & Work Times

During Set Up:

During Event:

During Clean Up:
