Request for Tables and Chairs

Requests for Tables and or Chairs:

1. Form requesting tables and chairs must be received by the maintenance staff 48 hours prior to the date needed.
2. If borrowed for the weekend, chairs must be returned to school on Monday.
3. Person requesting the use of tables and chairs will be responsible for the return and condition of all chairs and tables. Tables and chairs that receive extensive damage while in your use will be replaced at 100% cost to the person borrowing the tables and chairs.

			Returned
Number of chairs needed:	Folding Chairs	_____	_____
	Stacking Chairs	_____	_____
Number of tables needed	2 X 6 (Solid)	_____	_____
	2 X 8 (Solid)	_____	_____
	2 X 6 (Plastic)	_____	_____

____

Signature of Person responsible for the use of table and chairs Date

_____

Date tables and chairs to be returned

_____

Signature of Maintenance Staff