



Campus Facilities Department
1260 Kennedy Avenue
970-254-4357

Table and Chair Request Form

Please fill out the following information and return to Facilities Services at facilities@coloradomesa.edu a minimum of seven days prior to the event.

Group or organization hosting event: _____

Event Sponsor: _____ Phone #: _____

Type of event (i.e. BBQ or formal dinner) _____

Contact for event: _____ Phone #: _____

Date of request: _____ Location of event: _____

Date of event: _____ Time of event: _____

Number 6 ft. tables requested: _____ Number of 8 ft. tables requested: _____

Number of chairs requested: _____

Please describe the desired delivery location(s):

Date and time tables/chairs will be ready for pick up _____

For office use only:

Approved by _____ on _____

(Facilities Services Signature)

(Date)

*Table and chairs are limited in availability. We cannot guarantee that all requests will be filled.