

Facilities Request Form

Your name: _____ Club/Board name: _____

What is your event? _____ Date & time of event: _____

Location of event: _____

What do you need?	How many do you need?
Tables	
Chairs	

If you would like your tables and chairs set up a particular way, please **draw a map** on the back indicating where you want your tables and chairs placed.

Facilities Request Form

Your name: _____ Club/Board name: _____

What is your event? _____ Date & time of event: _____

Location of event: _____

What do you need?	How many do you need?
Tables	
Chairs	

If you would like your tables and chairs set up a particular way, please **draw a map** on the back indicating where you want your tables and chairs placed.