

# MAINTENANCE DEPARTMENT REQUISITION

Briefly describe how each room, indicated on the cover, will be used for this event/activity:

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What time will room(s) need to be set up? \_\_\_\_\_AM \_\_\_\_\_PM

Will furniture and/or equipment have to be rearranged?  Yes  No

**[Attach diagram/drawing of desired room set-up]**

# of additional tables needed? \_\_\_\_\_ # of additional chairs needed? \_\_\_\_\_

Are the additional tables & chairs being rented?  Yes  No

If yes, what time will items be delivered? \_\_\_\_\_

Are large trash cans needed?  Yes  No

Briefly describe how trash cans will be used: \_\_\_\_\_

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# of volunteers available to help with set up, clean up and arranging of furniture: \_\_\_\_\_

Briefly describe type of decorations, if any, that will be used: \_\_\_\_\_

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The signature below confirms that this department will assist with the event/activity on the date and specified time shown on the cover sheet.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date