

*JACKSONVILLE STATE UNIVERSITY
OFFICE OF STUDENT LIFE
EQUIPMENT PICK UP/DELIVERY REQUEST*

Sponsoring Organization/Department: _____

Date of event: _____

Person making request: _____ Telephone: _____

Location of set up: _____

Event set up requires the following:

_____ tables

_____ chairs

_____ (misc. audio equipment, tents...)

Delivery date of equipment: _____

Pick up/return date Of equipment: _____

***The tables and chairs can be removed from Cole Auditorium.**

Campus organizations and departments will be responsible for submitting equipment request with facility reservation form when returned to the Office of Student Life.

All equipment requests must be received in the Office of Student Life at least 10 days prior to event. Failure to do so will result in not have the needed items for event.

Notification of cancellation of event should be made to our office at least 24 hours before an event.