

Center For Learning and Achievement

Maintenance Set-Up Request

Area must be reserved prior to completing this form

Today's Date: _____

Name of Event: _____

Event Date: _____ Start Time: _____ End Time: _____

Contact Person: _____

Contact Telephone Number: _____

*****2-week advance notice required for maintenance assistance with room setup. Please attach a diagram with explanation of room requirements, including placement of tables and chairs to this form.***

Institute Area(s) Requested: (No Food Permitted)

- John McGuckin Institute for Academic Success (20pp)
- Tim Manganello Institute for Leadership (24pp)
- Tommy Woycik Institute for Innovation & Entrepreneurship (10pp)
- Michael Neus Institute for Character & Citizenship (30pp)
- Alumni Hall (75pp)

Setup Up:

Date: _____

Start Time: _____

End Time: _____

Break Down:

Date: _____

Start Time: _____

End Time: _____

Additional Details:

Name of staff/faculty member who will be present during event:

Approved: _____ **Date:** _____

(Jacqueline Gilmore - Director of Academic Success and Equity)

- Requestor • Chris McCoy • Mary White • Tim Kury • Jennifer Wagner