

Facilities Events Request Form – BIOLOGY DEPARTMENT ONLY

Please fill out this form and send to Chuck Stenley (bioshop@jhu.edu) 3-4 weeks or ASAP before your event

Event Date _____ Time _____

Room # Reserved _____

Event Name _____ Type of Event _____
(lunch, reception, dinner, poster session, etc.)

Primary Contact _____

Names of people setting up _____

Names of people cleaning up _____
(Notify custodial services)

Estimated # of Attendees _____

If you need equipment for your event, you must request the items from our Building Manager.

ITEM	QUANTITY AVAILABLE	# REQUESTED
8 foot rectangular tables	8	
Round Tables (seat 8)	8	
High Top Round Tables	6	
Chairs	64	
Trash Cans and Extra Bags	4	
Rolling Coat Racks	2	
Rolling Coolers	3	
Ice Buckets	3	
Stanchions	100 feet	
Easels	50	
Poster Boards	50	
Drinks	As requested	
Ice		

A room layout (UTL Commons) is provided for you to plan the set up for your event.

Following your event put the room back to rights: all furniture put back the way it was before your event;
IMPORTANT: wipe down the tables; breakdown borrowed furniture and put back on carts; easels broken down and put back on the cart.

By following these guidelines, our equipment will be available for the next event.

Thank you!

