

**CENTRAL SUPPLY  
TABLE & CHAIR RESERVATION FORM**

**Central Supply has an inventory of tables and chairs available for University sponsored events. The table and chairs are to be used for scheduled events on campus. We deliver to your event site, but do not set up. After your event, tables and chairs are to be returned to the racks provided.**

**Please make all requests 7 to 10 working days in advance of your event. We need this lead-time in order to schedule deliveries. There are also times of the year (i.e., Fall weekends with sport events, Homecoming weekend and Spring weekends with year end parties) when requests out number our inventory.**

When requesting table and chair deliveries, we will need the following information:

Event Contact Name \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ Email: \_\_\_\_\_

Location of Event \_\_\_\_\_

Date & Time of Event \_\_\_\_\_  
Special arrangements will need to be made by Central Supply Personnel if event is to be held outside or after normal working hours. If after normal working hours, Tables & Chairs will need to be secured by the Event Sponsor prior to leaving the site.

30" X 96" Rectangle Tables \_\_\_\_\_ 30" X 72" Rectangle Tables \_\_\_\_\_ 60" Round Tables \_\_\_\_\_ 48" Round Tables \_\_\_\_\_

Mocha Folding Chairs \_\_\_\_\_ Burgundy/Maroon Stack Chairs \_\_\_\_\_

Presidential Podium \_\_\_\_\_ Coat Racks with Hangers \_\_\_\_\_

Flag w/pole & stand (USA, Texas, University, and System) \_\_\_\_\_

Replacement Cost for Loss or Damage:

Table: \$225.00 each  
Chair \$50.00 each

Cleaning Cost for excess dirt:

Table: \$25.00  
Chair: \$25.00

Labor Charges assessed if the table and chairs are not returned to the racks at the agreed upon location.

Signature of Event Sponsor \_\_\_\_\_ Date: \_\_\_\_\_

Account Number: \_\_\_\_\_  
Please Fax this request to Central Supply @ x 2109 7 to 10 days prior to event.

**Central Supply Use Only:**

Date Reservation Processed \_\_\_\_\_ Central Supply Personnel Initials \_\_\_\_\_

Date Delivered \_\_\_\_\_

Signature of Event Sponsor \_\_\_\_\_

Date Picked up \_\_\_\_\_ Central Supply Personnel Initials \_\_\_\_\_