

**CLUBS AND GROUPS  
REQUEST FOR EQUIPMENT AND SUPPLIES**

**Name of Club/Group:** \_\_\_\_\_

**Contact Name & Phone:** \_\_\_\_\_

**Date/Dates of Event:** \_\_\_\_\_

**Location of Event:**

|                        |       |
|------------------------|-------|
| Timberland Hall (Room) | _____ |
| PAC                    | _____ |
| PAC Kitchen            | _____ |
| Lakeside Lodge         | _____ |
| Lakeside Kitchen       | _____ |

**Equipment Required: (Check All Needed)**

|                          |        |                  |       |
|--------------------------|--------|------------------|-------|
| Urns                     | 80 Cup | Number Needed    | _____ |
|                          | 30 Cup | Number Needed    | _____ |
| Thermal Carafes          |        | Number Needed    | _____ |
| Water Pitchers           |        | Number Needed    | _____ |
| Ice Buckets              |        | Number Needed    | _____ |
| Milk Pitchers            |        | Number Needed    | _____ |
| Sweetener Packet Holders |        | Number Needed    | _____ |
| **Microphones            |        | Number Needed    | _____ |
| **Audio/Visual Equipment |        | Equipment Needed | _____ |
| Other Equipment          |        |                  | _____ |

**\*\*Microphones and/or any other audio equipment, the projector, and the stage lighting may only be used by trained personal. Please contact the office to arrange for training or to have a trained volunteer from the Audio/Visual Committee present at your event.**

**PLEASE REFER TO THE ATTACHED GUIDELINES FOR USE OF THE PAC  
AND KITCHEN ATTACHED TO THIS DOCUMENT.**

**Please Complete the Table and Chair Setup on the Other Side of This Sheet**