

Table and Chair Requests

Effective January 2, 1998, Plant Operations will no longer supply tables and chairs to the campus departments for special events. All requests for this type of service will now be directed to the Warehouse Services Department. Under this new program tables and chairs will now have to be rented, and all requests must be received at least two weeks in advance. There will be a limited number of tables and chairs available and all requests will be on a first come first serve basis.

For rental information and to request forms contact the Warehouse Services office at 278-2139 or 278-5226, ask for Leo Gutierrez, or e-mail leog@csufresno.edu. The [Rental Agreement](#) form is located in the University Forms section of this manual. Please keep in mind that the original form is on NCR paper and must be obtained from the Warehouse Services.

Rental Fees:

Tables	\$ 4.00 each/day
Chairs	\$ 0.50 each/day
Set up	\$ 0.25 each/chair
	\$ 0.50 each/table
Take Down	\$ 0.25 each/chair
	\$ 0.50 each/table

Dutch Green, Director
Procurement & Support Services