

## College Operating Procedures (COP)



**Procedure Title:** Processing Table/Chair Set-Up Requests  
**Procedure Number:** 07-0713  
**Originating Department:** Facilities Planning & Management

**Specific Authority:**

Board Policy 6Hx6:1.02  
Florida Statute 1001.65  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: 06/09/06; 07/01/09

**Purpose Statement:** Facilities Building Operations Department shall process table and chair set-up requests for special events.

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### **Guidelines:**

Facilities Building Operations Department shall process table and chair set-up requests for special events.

### **Procedures:**

- I. Requestor submits table/chair set-up requests on “*Janitorial Services Request Form*”. Form is found under Lee Campus, Facilities Planning and Management on the campus main web page under download forms. This form must be faxed or mailed to Facilities Building Operations Department by requestor. If event requires a specific layout, requestor to attach event layout to their table/chair set-up request.
- II. Form is date stamped by Facilities Building Operations Department when received. If received by fax, date stamp applied by fax is sufficient for date received verification.
- III. Calendar is checked for availability of requested items.
- IV. Maximum of ten (10) six-foot tables and fifty (50) chairs for any one event can be provided by the College. If an event requires more tables and/or chairs requestor will have to contract with an outside vendor.
- V. Request is listed on monthly calendar and form is filed as a back up in file.
- VI. Custodial supervisor is kept up-to-date daily on set-up requests received and sent a reminder for set-ups occurring the next day.