

Custodial Request for Tables and Chairs/User Guide

Beginning November 1, 2019

1. Who may request the use of tables and chairs?
Only NSU Faculty/Staff members may request the use of tables and chairs.
2. How do I request the use of tables and chairs?
Go to <https://www.nsula.edu/custodial-work-request/> to submit your request. No verbal requests, phone requests, or email requests will be accepted. Orders must be tracked through the request database.
3. When should I request the use of tables and chairs?
We require a 2-week notice for the use of tables and chairs.
4. May I remove tables and chairs from campus for use?
No. State property may not be removed from campus.
5. What should I include in my request for table and chair use?
With your request, you should include:
Name
Phone (cell phone is preferred for after hour contact)
Email
Department Name
Building or Location Name
Room #
Date for Delivery
Date for Pick-Up
(You may request "morning" or "afternoon" delivery if required.
Specific times may not be possible.)
6. May I request table and chair use for tailgating?
No. Personal items are required for tailgating use.

***Please note that high use event orders are filled on a first come/first served basis, with sponsoring groups having priority. ***

Please note that the requester is responsible for assuring all equipment is in the original place of delivery for pick-up, and that all equipment is in the same physical condition as when delivered. If equipment is not located, or is broken, the requester may be held responsible for replacement.