

LANDSCAPE SERVICE DEPARTMENT
TABLE AND CHAIR RENTAL POLICY FOR ON CAMPUS OUTDOOR EVENTS

Tables and chairs are for on campus use only. Tables and chairs should not be removed from campus under any circumstances.

Requests for table and chair use **MUST** be received by the Landscape Services Dept **AT LEAST 2 FULL WEEKS** before the date services are needed. Requests for table and chair use should be submitted through the iService desk at:

<https://iservicedesk.uwlax.edu/>

Tables and chairs will only be delivered and picked up on campus between the hours of 7am and 3:30 pm Monday through Friday. No pick up or delivery will be scheduled outside of these hours. Users are responsible for security of the tables when used for multi-day outdoor events on campus. University Police, Landscape Services, University Centers nor any other University Department will be held responsible for security of tables reserved and used for outdoor events on campus.

Fees for outdoor table and chair rental and labor are assessed according to a two-tiered rate structure:

Category A: Recognized University of Wisconsin – La Crosse student organizations or departments holding an on campus event targeted primarily for University students, faculty or staff as part of the Department or Student Organizations mission to the University, hosting events for which there are no entry fees or ticket fees required for participation.

Customers in Category A will not be charged table and chair rental fees but will be charged a delivery and pickup fee to cover labor and fuel costs.

Category B: Any users not included in Category A

Customers in Category B will be charged both table and chair rental fees and delivery fees which are comparable to those of the local market for comparable services.

Customers in Category B may rent tables and chairs from local vendors (La Crosse Tent and Awning, Tom's Tents, etc.) as an alternative to renting campus tables and chairs.

Delivery and pick up fees charged for actual time needed for delivery and pickup at the following rates:

Labor - \$26.24 per hour

Truck - \$7.36 per hour

Rental fees:

6 ft folding table for outdoor use : \$9 per table

Folding chairs for outdoor use: \$2 per chair

*maximum number of tables and chairs available: 100 tables/400 chairs

All customers (Category A or Category B) will be charged replacement/repair costs for missing or damaged tables and chairs.