Laundry Approval Form

Please return this form to the Megan Mahoney (244-1885) no later than two weeks before your catered event. This form must be completed to indicate the person responsible for the cleaning of the tablecloths and returning them to the Grainger Library by the date specified at the bottom of this form.

Event:

Sponsoring Organization:____________________________________________________________________________

Event:____________________________________________________________________________________________

Event Date/Time:___________________________________________________________________________________

Caterer: Illini Union:_______ Other:___________________________________________________________________

Person Responsible for Arrangements:

Name:_________________________________________ Phone:__________________________________________

Email:___________________________________________________________________________________________

Signature:_______________________________________________________________________________________

University Account Number:_______________________________________________________________________

Number of tablecloths used:

Large Table (Seat 6):_________

Small Table (Seat 4):_________

Launderer:

Illini Union:___________ Other:____________________________________________________________________

Note: If tablecloths are not cleaned to the satisfaction of library staff, they are subject to additional cleaning at the expense of the Sponsoring Organization.

Do Not Write Below This Line (For Office Use Only)

Approved by: ______________________________ Date: __________________

Date tablecloths MUST be returned: ____________________ Time: __________________