

Linen Form

Linens must be returned the day of event. If the Deans' Suite is closed, leave linens outside the suite in designated boxes.

Event Name			
Event Location (Floor and Room)			
Date of Event:		Time of Event:	
Club Name:			
Contact Person Information			
Name:			
Phone Number:			
Email:			
Number and color of linens requested:			
Name of Person picking up linen(s):			
To be filled out by Dean of Students Office upon returning linens:			
Name of Person dropping off linen(s):			
Return Date:			
Number of linen(s) returned:			
Returned In Person or Left in Box? (Circle one)			
Other notes (do linens need to be washed? Are there missing linens? etc.):			

If you have any questions, please contact:

Rosa A. Ureña

Dean of Students Office – Suite 410

(617) 573-8155