Refrigerator Request Form

Name of Conference: _________________________________________________________________

Refrigerator Request:

Refrigerator Rental Charge - $10.00/per refrigerator for duration of stay.
Conference groups staying in the resident halls may request refrigerator(s) for group use through the
Conference Coordinator. Limit of (5) per hall, not group (limited availability). Medical necessity should get
first priority on requests.

Date Refrigerator Requested: ________________    Date Refrigerator to be returned:  ________________
# of Refrigerators Requested:  _________  (A maximum of 5 per hall, not group)

Please list below the location(s) in which you would like the refrigerator(s) delivered. Refrigerators must be
emptied out after use and wiped of spills/food. Leave refrigerator plugged in when you leave.

Refrigerator #1:   Hall:  ______________  □  Front Desk   Room(s):  ______________
Refrigerator #2:   Hall:  ______________  □  Front Desk   Room(s):  ______________
Refrigerator #3:   Hall:  ______________  □  Front Desk   Room(s):  ______________
Refrigerator #4:   Hall:  ______________  □  Front Desk   Room(s):  ______________
Refrigerator #5:   Hall:  ______________  □  Front Desk   Room(s):  ______________

Approval Signature: ______________________________________  Date:  ______________________

Request must be received no later than two weeks prior to arrival. Please return form to:
Joe Loera • Conference Housing Services/Housing and Residential Life
6000 J Street • Sacramento, CA  95819-6067
Office: (916) 278-7413   -    Fax: (916) 278-5772