

Church Events - Facility Set-up Request Form

Committee / Group Name: _____

Requester's Name: _____ Request Date: _____

Contact Information: Phone # _____ Email: _____

Type of Service / Meeting (Circle one that applies)

Funeral / Memorial

Wedding

Church Activity

Outside Group

Date(s) Needed: _____ Day(s) Needed: M T W T F S S (Circle)

Setup Start Time: _____ () AM () PM Cleanup End Time: _____ () AM () PM

Event Start Time: _____ () AM () PM Event End Time: _____ () AM () PM

People Attending: _____ Maintenance Staff needed on premises? _____ Yes _____ No

Room Needed (Circle all that apply):

Church

Cadigan Room

Chantry

Church School Room

Quilt Conference Room

East Room

Gym (Dance Studio)

Kitchen

Macomber Room

Parish Hall

Parish Hall Alcove

Parish Hall Library

Sanctuary

Spanish Chapel

SPY Room

Vestry Room

Paul's Cross

Wainwright Hall

Parlor

1st Floor Conference Room

2nd Floor Conference Room

Set Up (Give Details Below) (Use Room Layout form or space on back for Set Up Diagram and additional information)

Equipment Needed:

() Power Point Equipment

() Easel/Paper/Markers

Screen

() Stage

() Side

() Free standing

Microphone

() Lapel

() Hand-held

() Sound System

() Lectern/Podium

() TV/VCR

Complete below for Church-related activities only:

Volunteers you will have on hand _____

Volunteer Names:

Refreshments Needed:

() Regular Coffee

_____ # Cups needed

() Decaf Coffee

_____ # Cups needed

() Tea

() Water

Given to Maintenance Dept. on _____