

## Facility Set-up Request Form – Outside Group

Group Name: \_\_\_\_\_

Requester's Name: \_\_\_\_\_ Request Date: \_\_\_\_\_

Contact Information: Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Type of Meeting (Circle one that applies)

Outside Group Meeting

Wedding

Funeral/Memorial Reception

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: \_\_\_\_\_

Room Needed (Circle all that apply):

Church

Cadigan Room

Chantry

Church School Room

Quilt Conference Room

East Room

Gym (Dance Studio)

Macomber Room

Parish Hall

Parish Hall Alcove

Parish Hall Kitchen

Parish Hall Library

Sanctuary

Spanish Chapel

SPY Room

Vestry Room

Paul's Cross

Wainwright Hall

Parlor

1<sup>st</sup> Floor Conference Room

2<sup>nd</sup> Floor Conference Room

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

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Equipment Needed:

( ) Power Point Equipment

( ) Easel/Paper/Markers

Screen

( ) Stage

( ) Side

( ) Free standing

Microphone

( ) Lapel

( ) Hand-held

( ) Sound System

( ) Lectern/Podium

( ) TV/VCR

Given to Maintenance Dept. on \_\_\_\_\_