

Room Reservation/ Setup Request Form

- Check office calendar to see if your date appears available. Next, complete this form & turn it in to the office.
- Please let us know if you decide you **Do Not** need the room.
- Call Dave Wold at 454-5560 if the church needs to be opened or closed (if your meeting/event time will be during other than normal office hours), or if you have special setup requirements and/or questions about setup.
- Reservations are granted on a 1st come – 1st served basis (reason this form needs to be signed & dated at bottom.) Please understand that reservations will be cancelled if there is a funeral or other emergency.
- Person making reservation is responsible for seeing that the room is left in same condition that they found it in.

Name of Member Making Request	
Member's Phone Number	
Ministry Group	
Purpose of Meeting/Event	
Number of Attendees Expected	
Date of Meeting/Event	
Meeting/Event Start Time	
Meeting/Event End Time	
Time Room Needed for Prep	

Place check mark in box next to the ROOM (highlighted in yellow) you are requesting & the type of SETUP needed:

<input type="checkbox"/>	<i>FAMILY ROOM/LIBRARY</i>
<input type="checkbox"/>	• Two rectangular tables next to each other (standard set up) accommodates 10
<input type="checkbox"/>	
<input type="checkbox"/>	<i>FELLOWSHIP HALL</i>
<input type="checkbox"/>	<i>Advance notice of 1 week needed for large groups in order to schedule set up of tables and chairs.</i>
<input type="checkbox"/>	⇒ CHECK BOX IF USING TILED AREA ONLY:
<input type="checkbox"/>	• Theater Style – up to 75 chairs
<input type="checkbox"/>	• Round Tables – 5 tables max with 8 per table (accommodates 40)
<input type="checkbox"/>	• Rectangular Tables– 8 tables max, with 8 per table (accommodates max of 64)
<input type="checkbox"/>	⇒ CHECK BOX IF ALSO NEEDING OVERFLOW AREA:
<input type="checkbox"/>	• Accommodates 150 max in Theater Style (<i>using both tiled & overflow areas</i>)
<input type="checkbox"/>	• Accommodates 120 max using both round and rectangular tables (<i>using both tiled & overflow areas</i>)
<input type="checkbox"/>	⇒ CHECK BOX IF KITCHEN IS NEEDED
<input type="checkbox"/>	
<input type="checkbox"/>	<i>SANCTUARY</i>
<input type="checkbox"/>	

Please sign & date (date request is submitted).

Signature: _____ Date: _____