Raible Chapel
Room Set-Up Request

Sponsoring Group and Event Name_______________________________________________________

Responsible Person______________________________________________________________

Day phone___________________ E-mail address___________________________________________

Date of Event___________________ Beginning time___________ End time_____________________

_____ One time Event _________ Recurring Event; if so, please note the following:

Frequency__________________________________________ End Date__________________________

Please list specific needs and number of:

_____ Chairs ____ Dry-Erase Board and Easel w/ Markers ____ Tablecloths

_____ 6’ Tables _____ Flip Chart and Easel w/ Markers ______ Lectern

_____ 8’ tables _____ Extension Cord ______ Chalice w/ Lighter

A/V Items requested____________________________________________________________________

Additional Items Requested:___________________________________________________________________________

Reminders:
1. Smoking is not permitted in any building on the church premises.
2. Check with staff before borrowing something from another area; if that is approved, please return the item(s) at the end of your event.
3. Please clean up spills or dropped food.
4. If you use the kitchen, please leave it clean.
5. Beer and wine only are permitted; no alcohol may be stored overnight on church premises.
6. Tape is not to be used on any surface.
7. When departing, turn off all lights (including rest rooms) and lock all doors.

↑ North

Electrical outlets are in the floor, there are none on the south side.