Room 301

Room Set-up Request

Request made: Date ____________________________
Time ____________________________

Sponsoring Group and event name: __________________________________________________________

Responsible Person ________________________________________________________________

Day phone ____________________________ Email address ____________________________

Date of event ____________________________ Beginning time ____________________________ End time ____________________________

One time event _____ If this is a recurring event please provide the following information:

Frequency ____________________________ End Date ____________________________

PLEASE LIST SPECIFIC NEEDS:

_____ # of Chairs
_____ # of 6' Tables
_____ Extension cord
_____ Lectern
_____ Laptop w/VGA cord
_____ Flip chart/easel/markers
_____ Chalice w/lighter

ADDITIONAL ITEMS REQUESTED: __________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

REMINDERS:

1. Check with staff before borrowing something from another area: if that is approved, please return the item(s) at the end of your event.
2. Please be responsible for cleaning up spills or dropped food.
3. If you use the kitchen, please clean it up.
4. TAPE IS NOT TO BE USED ON ANY SURFACE!
5. When departing, turn off all lights and lock all doors.