Room 305

Request made: Date __________________________
Time __________________________

Room Set-up Request

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.