

Rental Set-up

Room _____

Date: _____

Name: _____

Please fill out or draw in any set up requests for your event. This form must be on file with the office at least 2 weeks prior to your event.

___ Audio / microphone

___ Visual / projector or DVD

___ WIFI

___ Custodian/ clean-up

A large rectangular floor plan diagram for the Fellowship Hall. In the top-left corner, there is a smaller rectangular box labeled "kitchen". The rest of the room is empty space for drawing or writing.

Fellowship Hall

Capacity 175

___ round tables (20)

___ chairs (175)

___ rectangular tables (6)

Set-up may vary depending on size of event and tables chosen.

A large rectangular floor plan diagram for the School Gym. In the top-left corner, there is a smaller rectangular box labeled "kitchen". To its right is another rectangular box labeled "Cafeteria". The rest of the room is empty space for drawing or writing. In the bottom-right corner, there are three vertical lines of varying lengths, possibly representing a door or a specific area.

School Gym

Capacity 300

___ round tables (22)

___ chairs (175)

___ rectangular tables(30)

___ cafeteria tables

Set-up may vary depending on size of event and tables chosen.