

Facilities Set-up Form

This form needs to be filled out for any event that requires any room to be set in any way other than standard Friday night services, Saturday morning services, and Religious school mid-week. This is for congregational events only. For private events, please use the event request form that is posted on our website and in the office.

If you are having a meeting in the library or a classroom and you don't need any furniture reconfigured you do not need to fill this out.

Name: _____

Phone Number: _____

Email: _____

Date and Time: _____

Room(s) Needed: _____

Set up requirements: i.e. do you want chairs, tables and chairs, podium, book carts, etc?

Draw a diagram of the set up