

Meeting Room:

Note: Changes are **yellow** highlighted

SET-UP DETAILS

NOTE: FH has 12 round/6 rectangle tables - CH has 10 round/6 rectangle tables

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|--|--|
| _____ Fellowship Hall Kitchen | _____ Blackboard |
| _____ Community House Kitchen | _____ Podium with ___ without ___ microphone |
| _____ Second Floor Kitchenette | _____ Display easel |
| _____ Number of Chairs (total) | _____ Easel for newsprint pads that you supply |
| _____ Number of round tables | _____ TV Monitor/VCR player/DVD player |
| ___ Number of chairs per round table (if applicable) | _____ Portable projection screen |
| _____ Number of rectangular tables | _____ Piano |
| ___ Number of chairs per rectangular Table (if applicable) | _____ Stage (Community House only) |
| _____ Registration table / Card table | _____ Dell Projector (for laptops) |
| | _____ Flip Chart Pad and Markers we supply |

DIAGRAM OF HOW ROOM(S) SHOULD BE SET UP:

Check if NONE NEEDED

I understand that the room will be arranged and available no more than 15 minutes prior to meeting time (unless additional set-up time is requested). **Additional rental fees may apply for advance-day set up.** Activities are to be restricted to assigned room only. Our group will be responsible for the care of the space and furniture used. The room will be returned to its original condition at the end of our meeting. **Custodial fees of \$14/hr may apply.** I also understand that church activities take priority over other outside activities, and that our activity may be cancelled in the event of a conflicting church activity.

Signature _____ Date _____