

ROOM REQUEST/SET-UP FORM

This form must be completed and submitted to the Program Coordinator by **Monday 12 noon at least three weeks prior to your event. Please allow one week to process this request.** IN THE EVENT OF CANCELLATION BY THE MINISTRY COORDINATOR, PLEASE CONTACT THE PROGRAM COORDINATOR IMMEDIATELY.

NOTE: PLEASE COMPLETE A "ROOM SURVEY CARD."

Submitted By _____ Date Submitted _____

Ministry/Department _____

Contact Person's Daytime Number _____ E-Mail _____

Ministry Coordinator's Signature _____

Please Describe Purpose of Event/Activity _____

Date of Event/Activity _____

Time of Event/Activity: From _____ To _____

Requested Set-up Date _____

Requested Set-up Time _____

Will food be served? Yes ___ No ___

Will decorations be used? Yes ___ No ___

Room(s) Requested _____ Set-up Style* _____ Projected Attendance _____

- **Example: Room Requested Antioch Room Set-up Style A Projected Attendance 25**

*See Other Side Of This Form For Set-Up Styles, And Select Appropriate Style

*** ALL SPECIAL SET-UPS MUST HAVE PRIOR APPROVAL.**

Diagram of room set-up**

**Use the area below ONLY if you are requesting a set-up not shown on the back of this form.
(Please draw diagram showing location, number of chairs, tables, and other special equipment needs.)
Approval of special set-ups is at the discretion of the Manager of Building & Grounds.

OTHER RESOURCES NEEDED

White Board w/markers/Chalk Board w/chalk	Extension Cord	Easel w/pad	Podium only
Keyboard	Musician Soloist	Photographer	Other (please specify) _____

FOR OFFICE USE ONLY

Date Received _____ Program Coordinator's Initials: _____

Room Assigned: _____ Secretary's Initials _____ Date _____

Special Set-Up ___ Approved ___ Denied Manager of Building & Grounds Initials: _____ Date _____

Reason For Denial: _____

Other Resources Assigned _____ By _____ Date _____

WORSHIP CENTER ROOM SETUP

- | | |
|-----------------------|--|
| 1. Antioch | Setup Empty (Dancers and etc.) |
| 2. Bethlehem | Setup B (seats 20) Chairs in a circle |
| 3. Bethany | Setup A (seats 32) Table in front |
| 4. Galilee | Setup C (seats 20) Chairs curved in U-Shape |
| 5. Grace | Set E (seats 20) Conference Style |
| 6. Jericho | Setup C (seats 40) Chairs curved in U-Shape |
| 7. Jerusalem | Setup A (seats 40) Podium in front |
| 8. Mercy | Setup A (seats 20) Podium in front |
| 9. Nazareth | Setup F (seats 18) Classroom style |
| 10. Samaria | Setup B (seats 20) Chairs in a circle |
| 11. Salvation Station | Setup A (seats 40) Podium in front |
| 12. Shalom Suite | Setup A for Sundays and Setup D for Tuesdays |
| 13. Banquet Hall B | Setup C (seats 50) Podium in front |
| 14. Banquet Hall C | Setup E (seats 25) |

SANCTUARY

- | | |
|---------------------|--|
| 1. Fellowship Hall | Lunchroom Setup (seats 54) |
| 2. Right Upper Room | Setup A (seats 30) Table in front |
| 3. Left Upper Room | Setup with Cloths Racks for weddings and other events |
| 4. Vestibule | Setup empty |

