

ST. JOHN LUTHERAN CHURCH EQUIPMENT / SPACE REQUEST FORM

Today's date: _____

To avoid conflicts and to assist you with any room set-up needs for your meetings, programs or event, please fill out this form as **completely** as possible and turn it into the office.

Event date: _____ Time: _____ until _____

Decorating time: _____

Your Name: _____ Phone: _____

Team or Organization: _____

What type of Event / Meeting / Program: _____

How many will attend? _____ Number not over 130.

What space(s) are you requesting (please circle) ~ MPR ~ Kitchen ~ Narthex ~ Gym ~ Sanctuary ~ Conference Room ~ Library ~ Youth Room ~ Music Room ~ Coffee Area

What arrangement ~ (Please circle) Class Room Style ~ Conference Style ~ Theater Style ~ Banquet Style ~ Registration table. ***This is if you are using MPR***

What size tables and how many of each?: Round ____ 6ft ____ 8ft) _

How will the tables be used: _____

How many chairs are needed? _____

Circle what is needed: VCR ~ DVD ~ TV ~ Dry Erase Boards ~ Easels ~ Podium ~ Piano usage ~ Microphone ~ Coffee Pot ~ Hot Water Pot ~ Music Stands ~

Other needs: _____

Will you have members of your team or organization available to help with set -up and / or take-down? Yes, _____ No _____

If no there is a fee for clean up after the party or event of \$125.00

Other things that we should know: _____
