

Please leave completed form in Ed's mailbox, or in the locked box outside of the church office in the Dix St. hallway.

In order to ensure that your request is completed when desired, please give us at least one week's notice.

Room Setup Form

Name _____ Phone (cell preferred) _____

Email _____ Best Time to Call _____

Event _____ Date Submitted _____

Time/Date of Event _____ Desired Set up Time _____

Doors: Ripley Vine Street Dix Street Vine Street Parking Gate:

open from: _____ - _____ open from: _____ - _____

TV A/V please detail _____

Easels: Dry Erase Flip Chart (charts provided by renter)

If this is a request for a room set up, please indicate number and type of tables and chairs. Use space below, or back side to sketch desired room set up.