

# Building Use and Set Up

Date\_\_\_\_\_

Group Name\_\_\_\_\_

Contact Person\_\_\_\_\_Phone\_\_\_\_\_

Date of Activity\_\_\_\_\_

Start Time\_\_\_\_\_ End Time\_\_\_\_\_

Number of Participants\_\_\_\_\_

Location Requested\_\_\_\_\_

Equipment Needed\_\_\_\_\_

If your set-up needs to be in place prior to start time of the activity,  
please include date and time needed.\_\_\_\_\_

Please draw a diagram of room set-up below:

If you have any questions, please contact Mary Ann Horey at the  
church office 634-4800.