



*To Follow Jesus Christ as Lord and Savior,
Be Filled with His Love, and Share His
Abundant Grace with our Communities.*

ROOM SET UP REQUEST FORM

DATE(S): _____ TIME: _____

EVENT/GROUP: _____ NUMBER OF PARTICIPANTS: _____

PREFERRED LOCATION: _____

TABLES: # Rounds _____ # of 6' Banquet _____ # of 8' Rectangular _____

CHAIRS: # Foldout Chairs _____ # Cushioned Chairs _____

EQUIPMENT NEEDS: _____

CONTACT: (Name/Phone/E-mail) _____

ACCESS CARD: YES / NO _____ (Signed agreement form required for all CARD holders)

Please include a diagram of your set up request below (or as a separate attachment)

For Confirmation of Scheduled Room Usage, Set Ups and Applicable Fees:

Return Completed Form to Church Office - Attention: Margaret Bauer

Form may also be Faxed to (952) 939-6030 or E-mailed to: margaret@faithpres.org