

**Raible Chapel
Room Set-Up Request**

**Request made:
Time:**

Sponsoring Group and Event Name _____
Responsible Person _____
Day phone _____ E-mail address _____
Date of Event _____ Beginning time _____ End time _____
_____ One time Event _____ Recurring Event; if so, please note the following:
Frequency _____ End Date _____

Please list specific needs and number of:

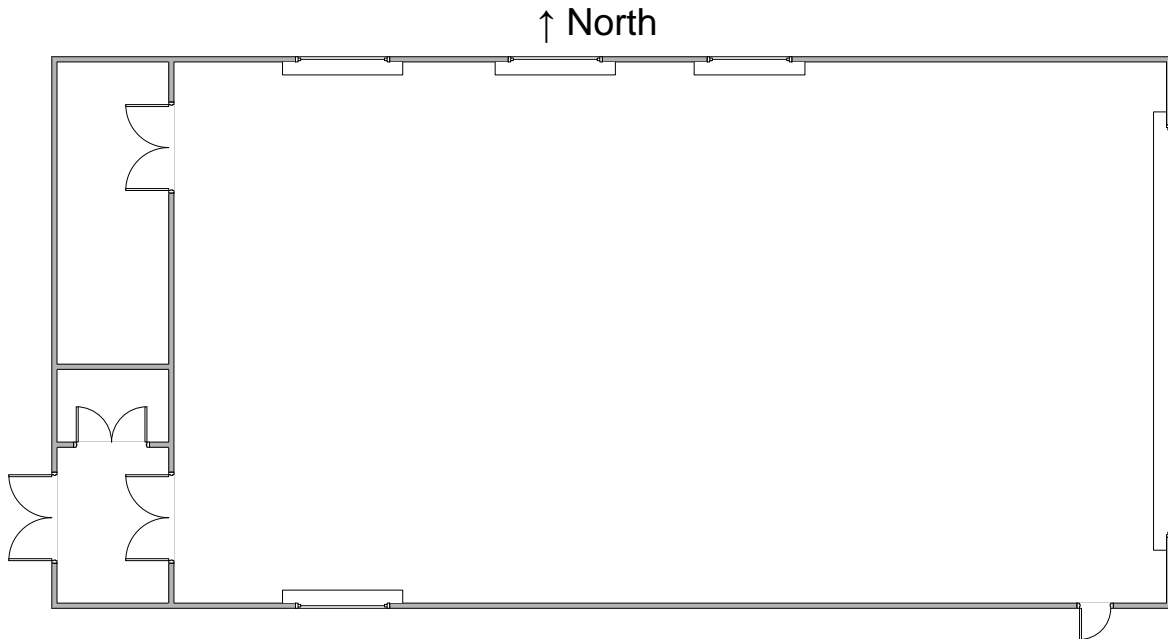
- ___ Chairs ___ Dry-Erase Board and Easel w/ Markers ___ Tablecloths
___ 6' Tables ___ Flip Chart and Easel w/ Markers ___ Lectern
___ 8' tables ___ Extension Cord ___ Chalice w/ Lighter

A/V Items requested _____

Additional Items Requested: _____

Reminders:

1. Smoking is not permitted in any building on the church premises.
2. Check with staff before borrowing something from another area; if that is approved, please return the item(s) at the end of your event.
3. Please clean up spills or dropped food.
4. If you use the kitchen, please leave it clean.
5. Beer and wine only are permitted; no alcohol may be stored overnight on church premises.
6. Tape is not to be used on any surface.
7. When departing, turn off all lights (including rest rooms) and lock all doors.



Electrical outlets are in the floor, there are none on the south side.