

**Room 305**  
**Room Set-up Request**

Request made: Date \_\_\_\_\_  
Time \_\_\_\_\_

Sponsoring Group and event name: \_\_\_\_\_  
Responsible Person \_\_\_\_\_  
Day phone \_\_\_\_\_ Email address \_\_\_\_\_  
Date of event \_\_\_\_\_ Beginning time \_\_\_\_\_ End time \_\_\_\_\_  
\_\_\_\_\_ One time event \_\_\_\_\_ If this is a recurring event please provide the following information:  
Frequency \_\_\_\_\_ End Date \_\_\_\_\_

**PLEASE LIST SPECIFIC NEEDS:**

\_\_\_\_\_ # of Chairs      \_\_\_\_\_ # of 6' Tables      \_\_\_\_\_ Extension cord      \_\_\_\_\_ Lectern  
\_\_\_\_\_ Laptop w/VGA cord      \_\_\_\_\_ Flip chart/easel/markers      \_\_\_\_\_ Chalice w/lighter

**ADDITIONAL ITEMS REQUESTED:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REMINDERS:**

1. Check with staff before borrowing something from another area: if that is approved, please return the item(s) at the end of your event.
2. Please be responsible for cleaning up spills or dropped food.
3. If you use the kitchen, please clean it up.
4. TAPE IS NOT TO BE USED ON ANY SURFACE!
5. When departing, turn off all lights and lock all doors.

