

## CHURCH FACILITIES SETUP SHEET

**Person Submitting Form** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_  
**Person Requesting Setup** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Person Responsible for display items (if app'l.)** \_\_\_\_\_ **Room Being Used** \_\_\_\_\_  
**Group** \_\_\_\_\_ **Date of Event** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_  
**One time only? Yes/No** \_\_\_\_\_ **Repeat on (dates)** \_\_\_\_\_  
**Group Designation (please check one)** \_\_\_\_\_ **Number of Attendees:** \_\_\_\_\_

- \_\_\_\_\_ WGPC organizations such as boards, commissions, committees, etc. This group has priority use of the facilities as long as meeting takes place during normal operating hours.  
 \_\_\_\_\_ Organizations sponsored by WGPC such as Scouts, or small church-affiliated groups that include a member. There is no charge as long as meeting takes place during normal operating hours.  
 \_\_\_\_\_ **Unaffiliated** groups including nonprofit community groups (i.e., YMCA, Red Cross, Rotary and individuals who are non-members). Fundraising events are limited to charitable, religious, educational and civic nonprofit activities. A setup and cleanup fee will be charged in addition to the facility fees and custodial fees.  
 \_\_\_\_\_ **For-profit** community groups and individuals whose purpose is consistent with the church mission. A setup and cleanup fee will be charged in addition to the facility fees and custodial fees.

---

**The custodial fee is \$60 plus \$30 an hour for each hour of the scheduled event, to be paid to WGPC.**

---

### Setup Arrangements (include physical diagram on the back of this sheet)

\*Will you need a Zoom link for this meeting? \_\_\_\_\_  
 Tables: # rectangular (6'x2.5') \_\_\_\_\_ # round (8' diam. [max. 11 chairs/table]) \_\_\_\_\_  
 Chairs: # around table \_\_\_\_\_ # theatre style \_\_\_\_\_ # circle \_\_\_\_\_ A/C/ Heating set for event \_\_\_\_\_  
 Easel \_\_\_\_\_ Flip Chart \_\_\_\_\_ TV/DVD \_\_\_\_\_ TV/Zoom capability \_\_\_\_\_ Projector \_\_\_\_\_  
 Screen \_\_\_\_\_ Podium \_\_\_\_\_ Podium Location \_\_\_\_\_ Microphone \_\_\_\_\_ Microphone Location \_\_\_\_\_

### Kitchen Supplies

Non-disposable	Disposable	Beverages	Linens
___ Plates	___ Paper plates	___ Water	___ White round tablecloths
___ Glasses	___ Paper coffee cups	___ Regular coffee	___ Pastel round tablecloths
___ Coffee mugs	___ Plastic drinking cups	___ Decaf coffee	
___ Eating utensils (forks, knives, spoons)	___ Plastic eating utensils (forks, knives, spoons)	___ Lemonade	
___ Serving platter(s)	___ Paper placemats (white only)	___ Iced tea	
___ Punchbowls	___ Paper bowls	___ Hot tea	<b>Note:</b> We have only paper napkins and placemats
___ Reception silver	___ Paper napkins		

Other \_\_\_\_\_

**PLEASE COMPLETE BACK OF FORM ►**

### **Physical Setup Diagram**

Please sketch the arrangement of the tables and/or chairs for your meeting.

Please include the location of the following items on the sketch:

Podium

Food table(s)

Easel, flip chart, screen, TV/VCR, projector.

---