

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)

- _____ 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 Back of This Sheet

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/VCR _____ 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	Note: We have only paper napkins and placemats
___ Reception silver	___ Paper napkins		

Other _____

Please complete the back of this 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.
