



FAITHBRIDGE CHURCH ROOM SET UP FORM

Please fill out and return to the Office or Secretary/Office mailbox at least ONE WEEK prior to usage. If not returned, you will be responsible for your own setup. Thanks!

I (name & group name) _____,
will be using the (room) _____ for the following date(s), _____,
and time(s) _____. (Event time is from _____ to _____.)

(Above time(s) should include clean-up time so Custodial knows when the bldg. is empty.)

Prior access requested for decorating? Yes _____ No _____ If yes, when? _____

Number attending? _____ Home phone # _____ Cell # _____

Email address: _____

Best time to contact (circle): Morning Afternoon Evening

Tables needed & how many? Round _____ Rectangle (6 ft.) _____ Rectangle (8 ft.) _____

Conference (18" Wide x 8' Long) _____. Chairs? Yes / No How many? _____

Kitchen Use? Yes / No **If Yes, read note below.**

PLEASE NOTE: If using the kitchen for more than beverages, you must contact the Hospitality Coordinator at 732-1404 to arrange for kitchen supervision. Any usage of kitchen supplies must be cleared by the Coordinator.

A/V or Sound? Yes / No **If Yes, please fill out section below.**

Check all that apply for use in your presentation.

- ☐ Bringing personal computer (Please circle one of the following*)
Macintosh PC

** Your operating system and/or software must be Windows Vista/Microsoft Office 2010 or newer to be compatible with most Faithbridge systems*

- ☐ Requesting church laptop
☐ Requesting sound system (speakers & microphone)
☐ Requesting projector (Fell Hall, Fireside & Man Cave have ceiling projectors)
☐ Requesting presentation clicker
☐ Requesting AV Tech (additional cost applies)
☐ PowerPoint
☐ Other presentation software (please write) _____
☐ Video *If yes, please circle what video format:*
DVD Blue Ray Digital Other (please write): _____
☐ Audio *If yes, please circle what audio format:*
CD Digital Other (please write): _____
☐ Other (please explain): _____

Please arrange Fellowship Hall or Gym (draw below) in the following manner:

(Fellowship Hall has screen on North wall, Kitchen on East, and Sanctuary on South)

(Gym has screen on North wall, Kitchen on South)

N

Fellowship Hall or Gym

Screen

W

E

S

Please arrange Fireside or Man Cave (draw below) in the following manner:

(Fireside Room has screen in Southeast Corner, Fireplace on East and Sink on West)

(Man Cave has screen on North Wall, Sink on West Wall)

N

Fireside Room

W

E

S

Screen

N

Man Cave

Screen

W

E

S