

Room Set Up Request Form for Beyenka Hall

Organization: _____ Group: _____ Troop # _____

Day and Time of Event: _____ Approved: _____

Early set-up date and time needed: _____

Type of Event: _____

of Tables _____ # of Chairs _____

Contact Person: _____ Phone # _____

Comments: _____

Please Note: Max. 20 Round Tables Max. 7 Rectangle tables 220 Max Chairs

Each round table could hold a total of 6 people comfortably. We recommend no more than 8 at each round table.

Please draw diagram to illustrate your needs below:

