

Room Set Up Request Form for Church Foyer

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. 3 Rectangle tables Max. 20 Chairs Max. 3 Card Tables

Please draw diagram to illustrate your needs below:

