

FIRST CONGREGATIONAL CHURCH Room Reservation/Set Up Form

*** Please make a copy of this form and place one copy in Felipe Hernandez's wall caddy and one in Brian Cassin's mailbox (top right). Please do so four business days in advance, when possible. ***

Name of Organization:

Contact Person & Phone Number:

Room Requested:	Date of Event:
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Start & Expected End Time	Access time/set-up by:
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Unlock doors at what time?	Safe to lock doors at what time?
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Number of Chairs:	Number of Tables:
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BEVERAGE <input type="checkbox"/> Lemonade <input type="checkbox"/> Hot Water <input type="checkbox"/> Cup Regular Coffee Pot <input type="checkbox"/> Cup DeCaf Pot	AUDIO VISUAL LCD Projector <input type="checkbox"/> Laptop <input type="checkbox"/> Screen <input type="checkbox"/>
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Microphone/Stand Wish to play music through sound system (Plymouth Hall Only)
 Podium Flip Chart Dry Erase Board

PLEASE NOTE:

If any food is brought in ahead of time, please make sure it is clearly labeled. Food and/or papergoods must be disposed of and/or recycled after the meeting. We ask that all trash be bagged and tied and all tables be wiped down. Please note the items on the "Green" list by the light switch and refer to the posted kitchen policies.

**SHOULD YOU HAVE ANY QUESTIONS, PLEASE CONTACT BRIAN CASSIN
 AT 708/246-1900, ext. 234 OR BRIAN@WSCONGO.ORG**

PLEASE DRAW BELOW A DIAGRAM OF THE ROOM SET UP AS YOU WOULD LIKE IT.