

**Mt. Carmel On-Site
Set-up/Room Reservation Form**

Please complete this form to request a room for meetings and/ or other events.

MINISTRY NAME: _____

CONTACT NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

NUMBER OF PEOPLE EXPECTED TO ATTEND: _____

MEETING/EVENT NAME: _____

MEETING/EVENT DATE:

Start Date: _____ *End Date:* _____

MEETING/EVENT ROOM ACCESS TIME:

Event Start Time: _____

Event End Time: _____

Entry Time (Preparation/Set-up): _____

Departure Time (Clean-up): _____

MEETING/EVENT OPEN TO: *(Please circle)*

Ministry

Church

School

Public

Private Event

ROOM NEEDS: *(Please circle)*

Gymnasium

Kitchen

Classrooms: MP-2 MP-3 MP-4 MP-5 MP-6

In-take Room

Fellowship Hall (behind kitchen)

Other: (please name)

SPECIAL SERVICES: *(Please circle)*

Audio (sound)/Visual & Technician

Security

Printing Materials

Other: (please name)

***EQUIPMENT NEEDS:** *(Please provide number needed for each equipment request)*

EQUIPMENT:	AVAILABILITY:	NUMBER NEEDED:
4 ft. Round Tables (4 seats)	2	
6 ft. Round Tables (6 seats)	15	
8 ft. Rectangular Tables (8-10 seats)	28	
Chairs (blue cushioned folding)	181	
Chairs (brown)	135	
Bleachers	4	
Overhead Projector	1	
Projector Screen	1 on south side gym	
Wood Podium	1	
Plastic Podium	1	
Microphone	2	
Partition	4	
Sign Holders	9	
Dry Erase Board-short (mobile)	3	
Dry Erase Board-long (mobile)	1	
TV/VCR	1	

***Please use the “Set-Up Diagram” with symbol key to illustrate set up needs and how the room is to be organized.**

Other Requested Instructions:

For any questions regarding this form, please contact the church office at 317-890-2740.