

Request for Room Set-up

Please give 24-hour advance notice

Holy Name of Jesus Catholic Community 763-473-7901

Name of event or group _____

Contact person's name _____ Phone number _____

Today's date _____ Date set-up is needed _____

Please circle one: one time set-up weekly set-up

If weekly set-up, which day of the week? _____

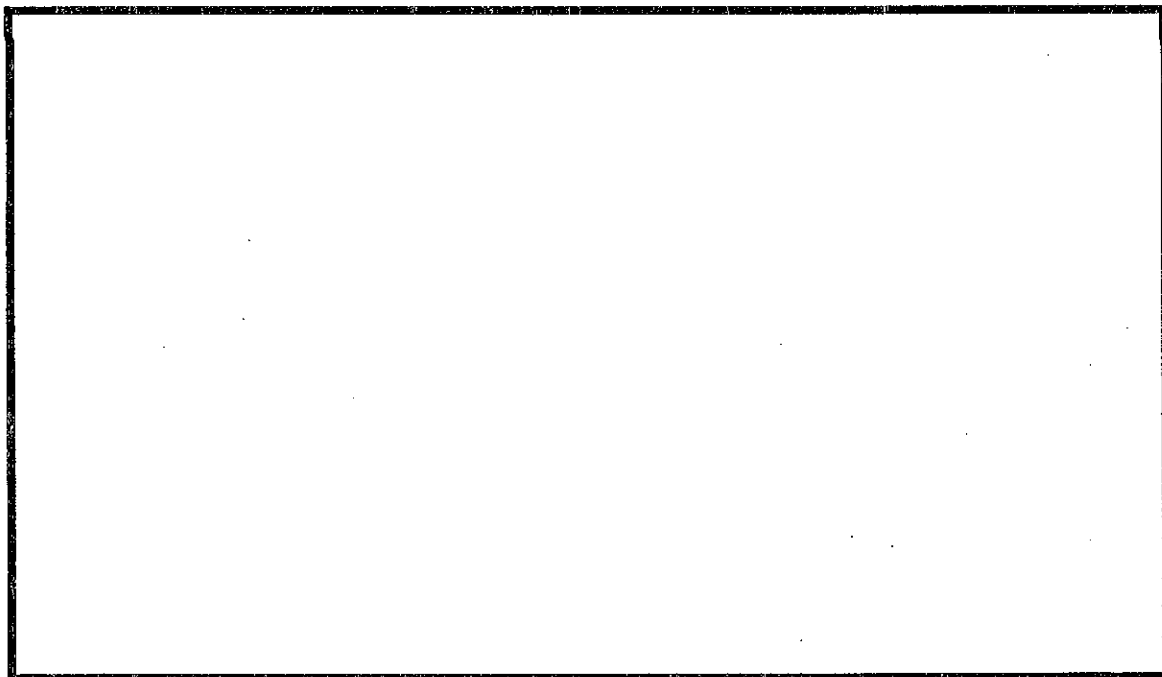
Which room is to be set-up? _____

Number of tables _____ Number of chairs _____

Other equipment needed (easels, projectors, screens, etc.) _____

Additional instructions _____

In the box below, please diagram the desired arrangement of the room with tables & chairs including the proper number of chairs at each table.



- Any additions or changes to the requested set-up will be your responsibility.
- Please treat all facilities with respect. Clean up all garbage. Leave the room as you found it - cleaning supplies, brooms, garbage bags, mops, etc. are available.
- Children must be accompanied by adults at ALL TIMES.