

## Room Set-Up Request Form

St. Mark's United Methodist Church

*(Return completed form to: Administrative Associate)*

Today's Date: \_\_\_\_\_

Name of individual and/or group: \_\_\_\_\_

- Contact Person: \_\_\_\_\_
- Telephone #: \_\_\_\_\_
- Email Address: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

- Time: Start: \_\_\_\_\_ Finish: \_\_\_\_\_
- Purpose of use: \_\_\_\_\_
- Room(s) Requested: \_\_\_\_\_
- Group Size: \_\_\_\_\_

Special needs and/or room set up instructions:

- Equipment needed: \_\_\_\_\_
- Room set-up (please provide sketch below):

**N**

**W**

**E**

**S**

***Please note: When meeting is adjourned, groups are encouraged to clean up, return room to its original set-up and turn off all lights and heating/cooling equipment.***

Calendar availability: Yes No

Charge for usage: Yes No Amount of Charge: \$ \_\_\_\_\_

Key(s) given: \_\_\_\_\_ Key(s) returned: \_\_\_\_\_



St. Mark's United Methodist Church, 1431 W Magee Rd., Tucson, AZ 85704