



**BLACK ROCK  
CHURCH**

# Facility Request Room Set-up Form

Submitted By: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Ministry/Renter: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

Room(s) Needed: \_\_\_\_\_

Equipment Needed: (Please check off what you need)

**Room Setup Needs:**

5' Round Tables (Seats 8-9): How Many?: \_\_\_\_\_

6' Rectangular Tables (Seats 8): How Many?: \_\_\_\_\_

8' Rectangular Tables (Seat 10): How Many?: \_\_\_\_\_  
(Woodruff Only)

Chairs: How Many?: \_\_\_\_\_

### Diagram of Room Set-Up

(Please draw diagram showing location and number of chairs and tables as you wish to have the room set-up)

### For Office Use Only

Approved and Scheduled

Not Approved

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_