



FACILITY SET-UP REQUEST FORM

Ministry Events

Submit this completed form at least **seven (7) days prior to event** (or more if possible) to the church office or email to office@valleymillscc.org to allow time to request set-up of needed room(s).

Form to be used for ministry events that exceed 25 participants

TODAY'S DATE: _____

Date of EVENT: _____

Event Name: _____

Event Start Time: _____

Room/Location of Event: _____

TABLES/CHAIRS REQUEST DETAILS:

Note: tables seat 8 people at each table

5 ft ROUND tables w/chairs _____ number requested

8 ft RECTANGULAR tables w/chairs _____ number requested

Do you need additional tables for serving food/drinks? Yes No _____ number requested

Requested set-up time for event: _____ (allow for decorating time if applicable)

Anticipated ending time of event: _____

Person completing form: _____

Contact # for person completing form: _____

Important information: All personnel using the facility are reminded that they should empty trash cans from their events (dumpster available in parking lot). Ministry leaders are responsible for coordinating their own event set-up for any event that will have less than 25 people and/or require less than 4 tables. Please be aware that recurring ministry events may preclude early set-up requests. You are welcome to attach a diagram/drawing of your set-up request.