

# Father Courtney Reception Room Reservation / Setup

Date of Event:	
Time of Event:	
Organization or Event:	
Person Responsible:	
Staff Person at Event:	
Set Up Needed (Y/N):	
If Yes, Time Set Up Is Needed:	
Room To Be Unlocked (Y/N):	

## Default Set Up:

The Father Courtney Reception Room typically is set up as a living room with a small dining area. 5 round tables with 7 chairs at each table.

## Seating Capacity:

With round tables, capacity is 48 adults. Set up classroom style, the Father Courtney Rooms has a capacity of 88 adults.

## Special Items wanted:

Please check the items wanted or indicate the number, where applicable. If nothing is checked here, the default set up, as noted above, will be used. There are no other items available in this space.

	5 foot Round Tables (6 available)		8 foot Rectangular Tables (2 available)
	Mauve Chairs (88 available)		
	6-foot Table (4 available)		Card Tables (4 available)
	Podium (1 available)		Television/VCR /DVD

**Please Indicate Set Up Below:**

Please use the diagram provided below to show how you would like the room set up for your event.

