

# Youth Ministry Center Reservation / Setup (required 2 business days before the event)

Date of Event:	
Time of Event:	
Organization:	
Person Responsible:	
Phone Number:	
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 Youth Ministry Center typically is set up with a soft seating area in the northwest corner of the room and three round tables, with chairs, in the center of the room. There is also a piano and pool table that are included in this setup.

## Seating Capacity:

With round tables, capacity is 40 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.

1. Do not leave food from your event in the refrigerator.
2. Nothing is to be put on top of the Pool Table.
3. Do not lean anything against the Mural.
4. Move the furniture back to the original location at the end of your event.

	5 foot Round Tables (4 available)		Television/(1 available)
	Mauve Chairs (40 available)		Card Tables (1 available)
* NOTE	The piano pictured in the diagram is no longer available.		

**Please Indicate Set Up Below:**

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

