** ROOM REQUEST AND SET UP Today’s date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Event: |  | Date of Event: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Ministry/Group: |  |  Event Start Time: |  |
| Contact Name: |  |  Event End Time: |  |
| Contact Phone: |  |  Room Setup time: |  |
| Contact e-mail: |  |  Room cleanup time: |  |
| # of Attendees: |  |  |  |

**If you need other Lake Deaton UMC resources, please pick up an event packet.**

|  |  |  |
| --- | --- | --- |
|  | **Room (Chairs)** |  |
|  | **CLC**  |  |  |  |
|  |  Chairs - 610 |  | Kitchen |  |
|  |  Round tables/6 chairs =204 |  | Lobby |  |
|  |  Round tables/8 chairs =272 |  |  |  |
|  | **Classroom 1**  |  | Connect Desk | Special Instructions: |
|  |  Chairs only - 40 |  | Sobre Mesa Café |  |
|  |  Round tables w/6 chairs - 25 |  | East Parking Area |  |
|  | **Classroom 2**  |  | Gathering Area |  |
|  |  Chairs only - 27 |  | Classroom 3  |  |
|  |  Chairs around table – 12 |  |  Chairs only – 20 |  |
|  | **Classroom 4**  |  | Sign up table w/1 chair |  |
|  |  Chairs only - 40 |  |  Location:  |  |
|  |  4’ tables w/1 chair – 16 |  |  |  |
|  |  Square configuration |  |  | Do you need Zoom or |
|  |  Circle configuration |  |  |  The Owl? |
|  |  Row of tables |  |  |  |
|  | **Classroom 5/6**  |  |  |  |
|  |  Chairs only - 60 |  |  |  |
|  |  4’ tables w/1 chair - 24 |  |  |  |
|  |  Square configuration |  |  |  |
|  |  Circle configuration |  | Coffee is always available in the lobby  |
|  |  Rectangle  |  |  |  |
|  |  Round Tables/6 chairs - 36 |  |  |  |

**\*\*\* Filling out this form does not constitute approval. As soon as this request is approved, you will be contacted. Thank you.**

**PLEASE RETURN THIS FORM TO THE OFFICE WHEN COMPLETED.**

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**BASIC BEVERAGE/COOKIES/SUPPLIES**

**Price List 2024**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Quantity Needed** | **Quantity** | **Cost** |
|  | Coffee-Regular  | Full pot (40 cup capacity, cups included) | $6.00 |
|  | Coffee – Decaf  | Full pot (40 cup capacity, cups included) | $6.00 |
|  | Iced Tea  | 30 cup capacity, (cups included) | $2.00 |
|  | Lemonade  | 30 cup capacity, (cups included) | $4.00 |
|  | Water – Pitchers | Free | n/c |
|  | Water – Decanters | Free | n/c |
|  | Ice | Free | n/c |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **OTHER (How many)** | **Quantity** | **Cost** |
|  | Cookies  | 2 dozen (1 small tray) | $5.00 |
|  | Cups | Per 10 | $1.00 |
|  | Utensils F – S – K | Per 10 sets | $2.00 |
|  | Napkins | Per 10 | $1.00 |
|  | Plates Small | Per 10 | $1.00 |
|  | Plates Large | Per 10 | $2.00 |
|  | Tablecloths Paper | Each | $3.00 |
|  | Tablecloths Linen | Each for laundering | $3.00 |
|  |  |  |  |

 Total Cost: $ \_\_\_\_\_\_

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