

**First United Methodist Church**  
 203 Wisconsin Ave  
 Madison, WI 53703  
 Phone 608-256-9061 Fax: 608-256-6633

## Building Set Up Form

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Contact Name/Phone \_\_\_\_\_ Email \_\_\_\_\_

Today's Date \_\_\_\_\_ Event Date \_\_\_\_\_

Organization \_\_\_\_\_ Time in \_\_\_\_\_

Event \_\_\_\_\_ Time out \_\_\_\_\_

Number Expected \_\_\_\_\_ Is this for One Time Use? \_\_\_\_\_  
 Continuous Use? \_\_\_\_\_

### Facilities Needed

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Please Check

- |  |  |                                |   |
|--|--|--------------------------------|---|
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> LL04 Youth Room | <input type="checkbox"/> LL 11 | <input type="checkbox"/> Chapel               |
| <input type="checkbox"/> Sanctuary       | <input type="checkbox"/> LL 05           | <input type="checkbox"/> LL 12 | <input type="checkbox"/> Narthex              |
| <input type="checkbox"/> Kitchen         | <input type="checkbox"/> LL06 Youth Room | <input type="checkbox"/> LL13  | <input type="checkbox"/> 208 Large Conference |
| <input type="checkbox"/> LL20 Music Room | <input type="checkbox"/> LL07            | <input type="checkbox"/> LL 15 | <input type="checkbox"/> 203 Small Conference |
| <input type="checkbox"/> LL02 Youth Room | <input type="checkbox"/> LL09            | <input type="checkbox"/> LL17  |   |
| <input type="checkbox"/> LL03            | <input type="checkbox"/> LL 10           |                                |   |

### Set up of room

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#### Equipment, Special Room Arrangements Needed

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Podium      | <input type="checkbox"/> TV/DVD         |
| <input type="checkbox"/> Microphone  | <input type="checkbox"/> LCD Projector  |
| <input type="checkbox"/> Chalk board | <input type="checkbox"/> Screen         |
| <input type="checkbox"/> Hymnal      | <input type="checkbox"/> Flip chart     |
| <input type="checkbox"/> Computer    | <input type="checkbox"/> Chairs(number) |

<input type="checkbox"/> Other (Be Specific) _____

#### Reviewed by:

Custodian:	_____	Room assigned	_____
Office Staff:	_____		
Date	_____		

**If meeting is cancelled please call church office  
 Hours 8-4 Monday through Friday.**