

# Facilities Coordinator Setup Request Form

Requests should be submitted to the UUS Office at least 2 weeks in advance.

Name/Contact Info: \_\_\_\_\_

Event Name & Date \_\_\_\_\_

Setup Should be Completed by (Date/Time): \_\_\_\_\_ Event End Time: \_\_\_\_\_

## Requested Setup

### Sanctuary

(Check all that apply. For all items with asterisks, provide detailed instructions and fill out the accompanying diagram.)

- |   |  |
|---|--|
| <input type="checkbox"/> Create center isle                           | <input type="checkbox"/> Move or add furniture to podium*    |
| <input type="checkbox"/> Rearrange or remove chairs*                  | <input type="checkbox"/> Move Piano*                         |
| <input type="checkbox"/> Cover AV table equipment                     | <input type="checkbox"/> Move Rolling Monitor to unused room |
| <input type="checkbox"/> Clear stage of all furniture and podium step | <input type="checkbox"/> Other*                              |

**Instructions** (Please write clearly. Continue on back if necessary.)

### Fellowship Hall/Kitchen

(Check all that apply. For all items with asterisks, provide detailed instructions and fill out the accompanying diagram.)

- |   |  |
|---|--|
| <input type="checkbox"/> Add or remove tables and chairs*     | <input type="checkbox"/> Turn 3-part recycling bins to face the wall |
| <input type="checkbox"/> Move furniture/plants/piano*         | <input type="checkbox"/> Clear fridge space                          |
| <input type="checkbox"/> Move Rolling Monitor into Sanctuary* | <input type="checkbox"/> Clean equipment and surfaces for use        |
| <input type="checkbox"/> Set out large garbage bins*          | <input type="checkbox"/> Other*                                      |

**Instructions** (Please write clearly. Continue on back if necessary.)

### Other

(Check all that apply. For all items with asterisks, provide detailed instructions and fill out the accompanying diagram.)

- |   |   |
|---|---|
| <input type="checkbox"/> Remove or rearrange furniture in Atrium*   | <input type="checkbox"/> Sweep/clear back patio |
| <input type="checkbox"/> Move retractable wall in Hickory/Oak Rooms | <input type="checkbox"/> Other*                 |
- (check one:  Open  Close)

**Instructions** (Please write clearly. Continue on back if necessary.)