

Room Set-Up Form

Complete the information below and provide a diagram of how tables, chairs, room, etc., should be arranged. Submit at least one week prior to the event to Facility Manager Alan Glasel's mail box in reception office. Form may also be emailed to aglasel@fprco.org. Only one form is needed if your group meets at the same time each week and/or month throughout the year.

Committee / Event / Group: _____

Room(s): _____

Contact Person: _____ Phone: _____

For the Date of the Event:

Year-Round Event:

Day(s) of the Week: _____ Date(s): _____

Start Time: _____ am / pm End Time: _____ am / pm

Single Event:

Day of the Week: _____ Date: _____

Start Time: _____ am / pm End Time: _____ am / pm

No. of Chairs _____ No. of Tables: _____ Round Tables **or** Rectangular Tables

Other Requests: _____

Diagram of Room Set-Up:

If needed, use reverse side for additional notes.