

Reviewed Form _____

Set-up Room _____

St. Paul's Facility Use Set-Up Directions

Important Note: It is very important that you check with the office first the availability of any rooms on your date of use. Please call the office at 650.348.4811 to schedule and or confirm meeting date and time.

Basic Info:

User/Group: _____

Contact person/phone: _____

Purpose: _____

Rooms scheduled for use:

- Brewer Hall
- Foote Hall
- Kitchen
- Higbie Library
- Kitchen
- Heimann Hall Large Room
- Coxhead Conference Room Upstairs
- Choir Room (internal use only unless with special permission)
- Chapel
- Church
- Other (please describe: _____)

Day/Date of Use: _____

Actual Time of Event (Beginning/end): _____

Time when set up to be completed by Sexton: _____

What's Needed:

Tables: _____ # of round tables
_____ # of card tables
_____ # of rectangular tables

Chairs: _____ # & _____ # per table

Sound equipment: _____ (yes/no)

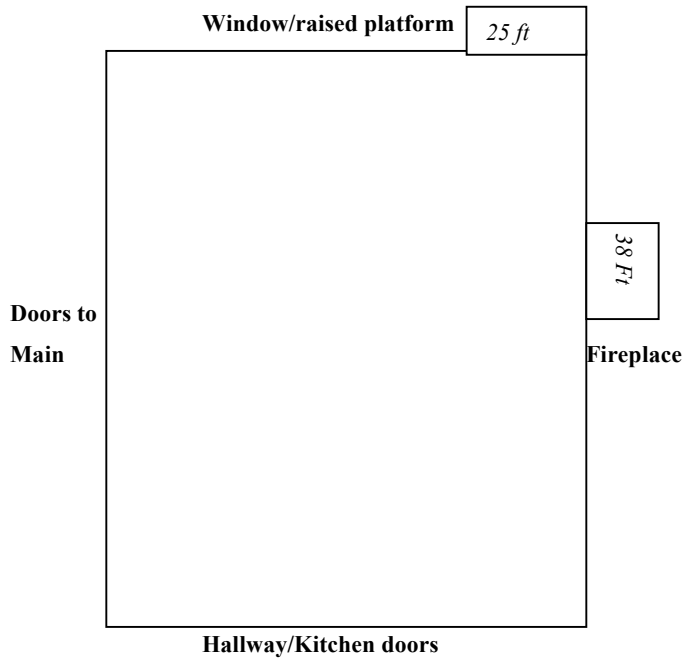
Other Needs: please describe as carefully as possible:

Available furniture/equipment:

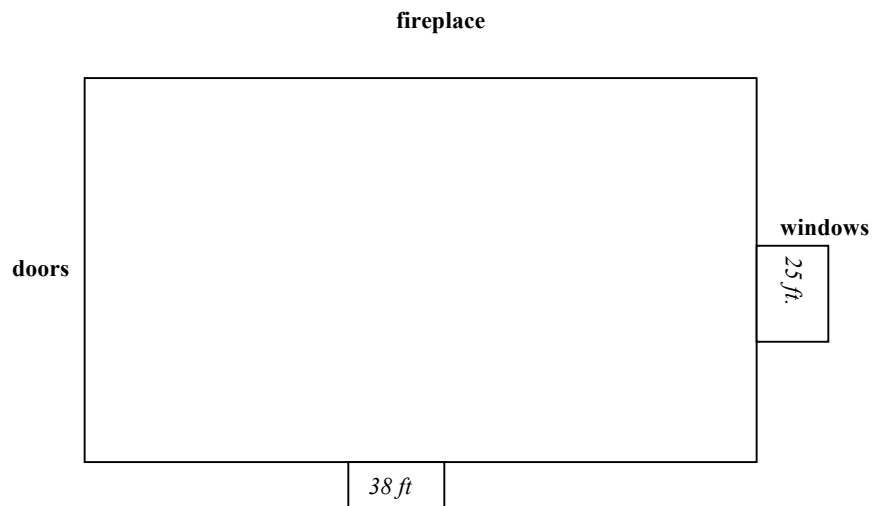
*Tables: 15 card tables
34 rectangular tables
7 round tables
Chairs: 200
Other: Sound system, podium, easels
Vcr/tv*

How is Room to be set up: Using the schematics, please choose the schematic(s) for your scheduled room/s and label your requested set up as specifically as you can so that room(s) will be set up as you expect.

Brewer Hall



Higbie Library



Foote Hall

