

# DANIELSVILLE EVANGELICAL CHURCH

## FAMILY LIFE CENTER RESERVATION AND SET UP FORM

(Set ups and take downs are performed by DEC staff)

Name of Person/Group Booking Event: \_\_\_\_\_

Contact Person (If different from above): \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Date Required For Actual Event: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Time Required for Actual Event: From \_\_\_\_\_ Am/Pm To \_\_\_\_\_ Am/Pm

Set Up Date Required: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Time required for Set Up: From \_\_\_\_\_ Am/Pm To \_\_\_\_\_ Am/Pm

### Family Life Center

#### FELLOWSHIP HALL (Equipment needed)

\_\_\_\_ Round Tables; \_\_\_\_ Rectangle Tables; \_\_\_\_ Chairs; \_\_\_\_ Sound System (Instruction provided); \_\_\_\_ Video/Computer Projector (Instructions provided); \_\_\_\_ Refrigerator; \_\_\_\_ Icemaker

#### MEETING ROOM (Equipment needed)

\_\_\_\_ Round Tables; \_\_\_\_ Rectangle Tables; \_\_\_\_ Chairs; \_\_\_\_ Sound System (Instructions Provided); \_\_\_\_ Video/Computer Projector (Instructions provided)

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Signature for Church: \_\_\_\_\_ Date \_\_\_\_\_