



Valley Mills
Christian Church

Valley Mills Ministry Events Facility Set-Up Request Form

Form needs to be completed at least 72 hours prior to event set-up request; form to be used for ministry events that exceed 25 participants

Date of event: _____

Event Name: _____

Event Time(s): _____

Person completing form: _____

Contact # for person completing form: _____

Location/Room of Event: _____

Request details:

Note: tables seat 8 people at each table

6 ft round tables w/chairs ___ number requested

8 ft rectangular tables w/chairs ___ number requested

Do you need tables for serving food? Yes No ___ number of additional food serving tables requested

Requested set-up time of event: _____ (allow for decorating time if applicable)

Anticipated ending time of event: _____

Important information: Jeff Collier manages our event set-up needs; please contact him directly at (317) 319-1292 to discuss specific requests. All personnel using the facility are reminded that they should empty trash cans from their events (dumpster available in parking lot). Ministry leaders are responsible for coordinating their own event set-up for any event that will have less than 25 people and/or require less than 4 tables. Please be aware that recurring ministry events may preclude early set-up requests. You are welcome to attach a diagram/drawing of your set-up request. **Requests are to be left in the top section of the wall pocket outside of the administrative copy room.**