



# Facilities Room Reservation and Usage

<input type="checkbox"/> <b>The Gathering Place</b> Special Instructions:		
<input type="checkbox"/> <b>Grace Family Center</b> Does the stage need to be cleared? <input type="checkbox"/> yes <input type="checkbox"/> no Platform needed? <input type="checkbox"/> yes <input type="checkbox"/> no      Special Instructions: Stairs needed? <input type="checkbox"/> yes <input type="checkbox"/> no		
<input type="checkbox"/> <b>Kitchen</b>	<input type="checkbox"/> Limited Kitchen Needs: Coffee, Water Only	<input type="checkbox"/> Food Brought In
	<input type="checkbox"/> Food Prepared in Kitchen	<input type="checkbox"/> Catered
<b>Cascade Center</b>	<input type="checkbox"/> Mt. Hood	<input type="checkbox"/> Mt. St. Helens
<b>Evergreen Center</b> (Grades 3-4)	<input type="checkbox"/> Douglas Fir	<input type="checkbox"/> Blue Spruce
<b>Youth Center</b>	<input type="checkbox"/> 1 Room	<input type="checkbox"/> 2 Rooms
<b>Columbia River Center</b>	<input type="checkbox"/> McNulty	<input type="checkbox"/> Columbia <input type="checkbox"/> Milton (1-2 Grade)
<input type="checkbox"/> <b>Kindergarten</b>	<input type="checkbox"/> <b>Sonbeams</b> (3-4 years)	<input type="checkbox"/> <b>Toddlers</b> (2-3 years) <input type="checkbox"/> <b>Nursery</b> (0-2 years)
<input type="checkbox"/> <b>Other</b>		

## Other Reservations

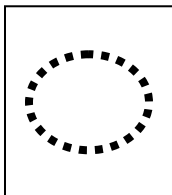
<input type="checkbox"/> Audio/Visual Booth	<input type="checkbox"/> CD/DVD <input type="checkbox"/> Computer <input type="checkbox"/> PowerPoint	<input type="checkbox"/> Microphones <input type="checkbox"/> AV Tech Support <input type="checkbox"/> Video Projection Unit	Specific AV Needs
<input type="checkbox"/> AV Cart (portable system, includes TV and DVD player)			<input type="checkbox"/> Microphone Only
<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Grand Piano	<input type="checkbox"/> Decorations	
<input type="checkbox"/> Drama Closet (Please contact Drama Team Leader) Items needed:			
<input type="checkbox"/> Outside Grounds/Field	Description of Use:		

**Special Instructions:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

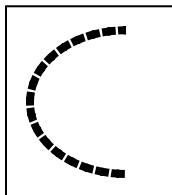
## Tables and Chairs

Round tables (w/7 chairs ea), # \_\_\_\_\_     4' Rectangular, # \_\_\_\_\_     6' Rectangular, # \_\_\_\_\_  
 8' Rectangular, # \_\_\_\_\_     Chairs Only, # \_\_\_\_\_     Other \_\_\_\_\_

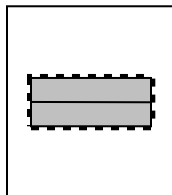
Please circle which room arrangement you would prefer.



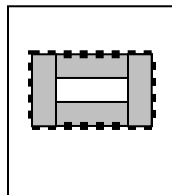
Chairs – circle or oblong



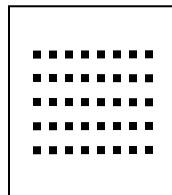
Chairs –semi-circle



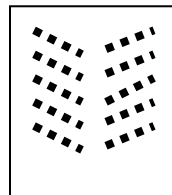
2 Rectangle tables with chairs



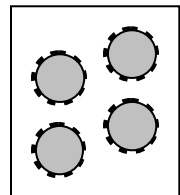
4 Rectangle tables with chairs



Chairs – rows



Chairs – diagonal rows



Round tables with chairs

## Additional Information: