

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: _____

Date & Time when room/s will be turned back to Default Setting: _____

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

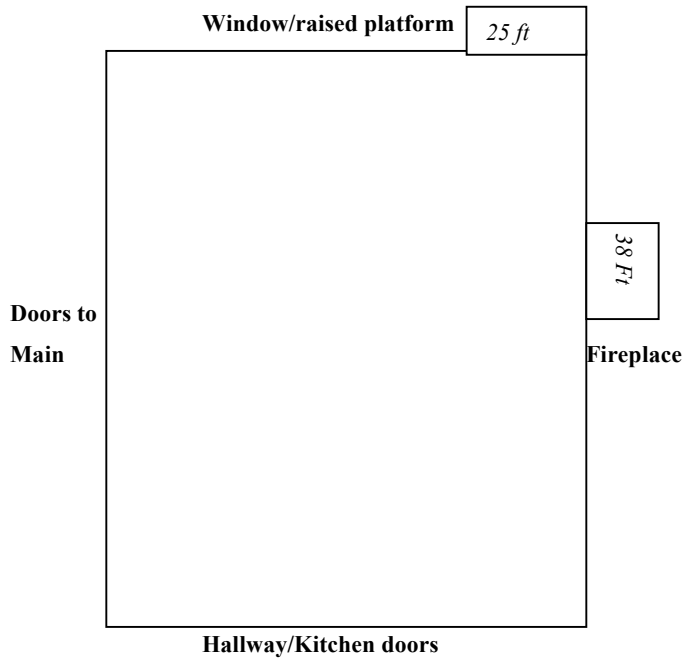
Chairs: 200

Other: Sound system, podium, easels

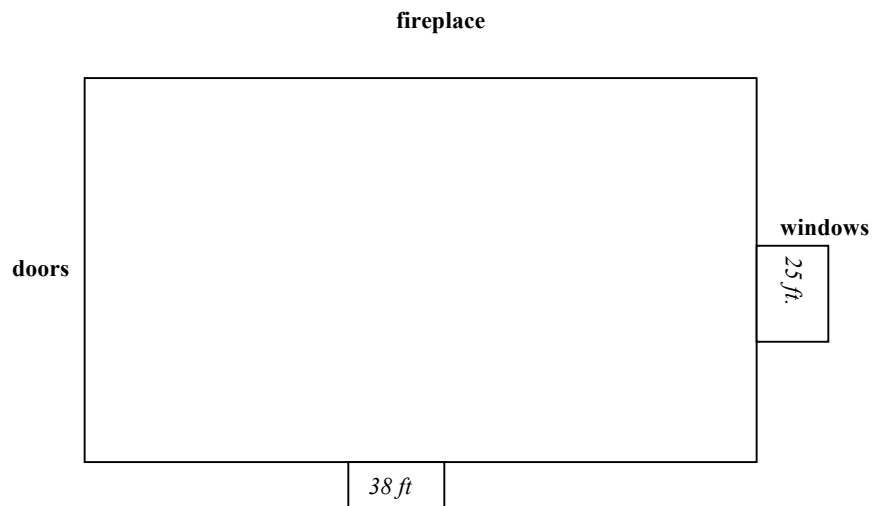
Vcr/tv

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

