



# The Episcopal Church of the Epiphany

## FACILITY SET UP FORM

All ministry events being held at the Episcopal Church of the Epiphany should submit a form requesting use of a particular space, along any requests for room setup. Forms should be submitted at least one week prior to the event.

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Description: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ No. of Attendees: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Will food be served? If yes, please indicate any short term food storage needs:

\_\_\_\_\_  
\_\_\_\_\_

Person responsible for cleanup of space: \_\_\_\_\_

Meeting Space(s) Requested:

- Parish Hall (150 capacity)
- Courtyard
- Music Suite
- Classroom 001 (sofas)
- Classroom 201 (sofas)

- Classroom 202
- Classroom 203
- Classroom 204
- Classroom 205
- Classroom 206

Additional Space(s) Needed:

- Nursery
- Playground
- Church
- Kitchen

Supplemental Supplies:

- Display Screen
- Projector & Screen
- DVD player

- Dry Erase easel
- Dry Erase Markers
- Flip Chart Easel w/pad

- Markers
- Podium
- Microphone

Tables available:

Card Tables	3
4' x 2' (seat 4-6) Plastic top	2
4' x 2' (seat 4-6) Plastic foldable	3
5' x 2' Plastic (seat 4-6)	4
6' x 2' (seat 6-8)	18
8' x 2' (seat 8-10)	3
60" Round Plastic top (seat 8)	6
60" Round (seat 8)	9
6' x 18" Plastic top (seat	7
Art Ministry/Nativities 8' Tables	2

- Round Table # \_\_\_\_\_
- Round Table Cloths# \_\_\_\_\_
- Rectangular Tables # \_\_\_\_\_
- Rectangular Tables Cloths# \_\_\_\_\_

*\*Table cloths must be laundered and returned in 48 hrs.*

Available Folder Chairs - 112

- Folding Chairs # \_\_\_\_\_

**For parish hall use,** please diagram the set up and provide a narrative description on the diagram provided and return it, along with this page to [parishadmin@epiphany.org](mailto:parishadmin@epiphany.org).

**Required Cleanup:** Users will be responsible for leaving the facilities in such condition that another group may comfortably use them; i.e.

- Furniture and equipment replaced in customary position
- Kitchen equipment left clean, dishes hand washed and put away—or if using the dishwasher drawers located in the beverage bar, start upon leaving
- Floors swept – and mopped if needed
- Trash tied up and taken to the dumpster, new bags in place
- Do not leave leftover food behind—lists of places where leftover food may be taken are posted on the refrigerator.

**Library Tables:** The four wooden 4' x 4' tables in the parish hall must remain in the room. However, they can be moved (don't drag) around the room, or moved to the Gallery or Narthex if not needed for your event.

**Thermostats:** You are welcome to adjust the thermostats by using the up and down arrows to the desired temperature setting. They will revert back to regular programming after two hours.

**Appliances:** Instructions for the coffee maker and the dishwasher drawers in the beverage bar are posted near the appliances. Instructions for the ovens are located in plastic sleeves by the first aid cubby.

**Alcohol Policy:** Consumption of alcohol is not permitted on church property except in the parish hall and in accordance with diocesan policy. Hard liquor or other non-physician-prescribed drugs are not permitted on church property at any time. Non-alcoholic beverages in equal quantity and prominence must be offered if alcohol is served.

**Security:** Please do not leave doors unlocked once your meeting has begun. Turn off all lights. If your group is the last to leave after the office has closed, please use the Building Check List posted on the Vestry bulletin board in the Crossing Hall to clear the building before leaving.

Diagram of Parish Hall: Please diagram the set up and provide a narrative description.

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