

WINONA FRIENDS CHURCH  
FACILITIES USE FORM  
(for use by janitor for set up)

Ministry or group requesting use \_\_\_\_\_

Name of contact person \_\_\_\_\_

Purpose for use of facilities \_\_\_\_\_

Date of event \_\_\_\_\_ Starting Time \_\_\_\_\_ Ending time \_\_\_\_\_

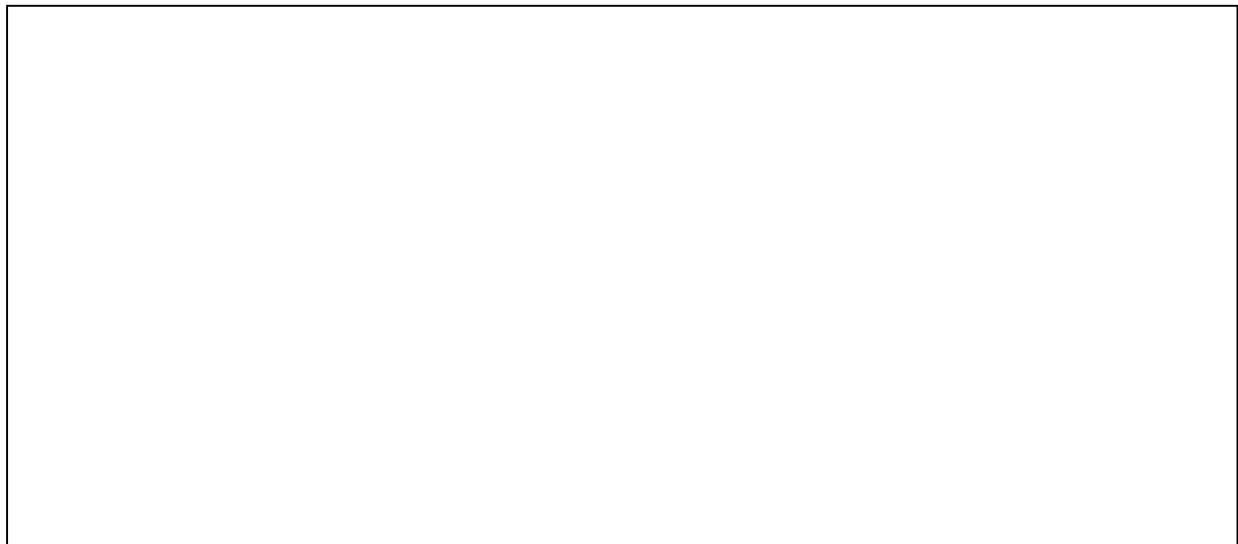
Room(s) reserved for event \_\_\_ Gym \_\_\_ Kitchen \_\_\_ ABF rooms \_\_\_\_\_

Number of people expected \_\_\_\_\_

Please list special instructions (i.e., need to get in early to decorate) \_\_\_\_\_

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Please give a rough layout sketch view of how you want the room arranged.  
Please indicate the number of round and/or oblong tables that you will need.  
We usually put 6 chairs to a round table for comfort reasons. If you would  
prefer 7 chairs at a table, please let us know that also.



Please return this form along with your Application for Use of the Family Life Center to the church office at least 7 days in advance of your event. Custodians are not responsible for arranging for or setting up sound equipment. Also, please do NOT drag tables and chairs across the floor to make room for play! It leaves scratches in the way coating on the floor. Thanks!