

# MORGAN HALL Set-Up Request Sheet

EVENT name: Vacation Bible Camp      EVENT date: Mon. Aug. 14 to Fri. Aug. 18, 2023  
REQUESTOR name: Dolores      Set-up needed date: by Sun. Aug. 13th

Stairs to  
Bathroom

## KITCHEN

EXIT  
DOOR

Long Table

Long Table



EQUIP.  
CLOSET

3 round tables with 6 chairs each

GLASS DOORS

TABLE - plug coffee pot in  
outlet above this table.

Room Divider

Room Divider

Room Divider

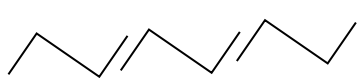
Long Table

Long Table

3 round tables with 6 chairs each

Long Table

GLASS DOORS



Wall partially opened

FOLDING WALL : **Pushed in or Pulled out to make 2 separate spaces?**

15 chairs in a arc facing the screen

GLASS DOORS

## LIBRARY

TABLE w/ chairs

Long Table

Stairs  
to  
Church

# PLAZA Set-Up Request Sheet

Umbrellas for tables  
available upon request:  
\_\_\_\_\_

EVENT name: \_\_\_\_\_ EVENT date: \_\_\_\_\_  
REQUESTOR name: \_\_\_\_\_ Set-up needed date: \_\_\_\_\_

