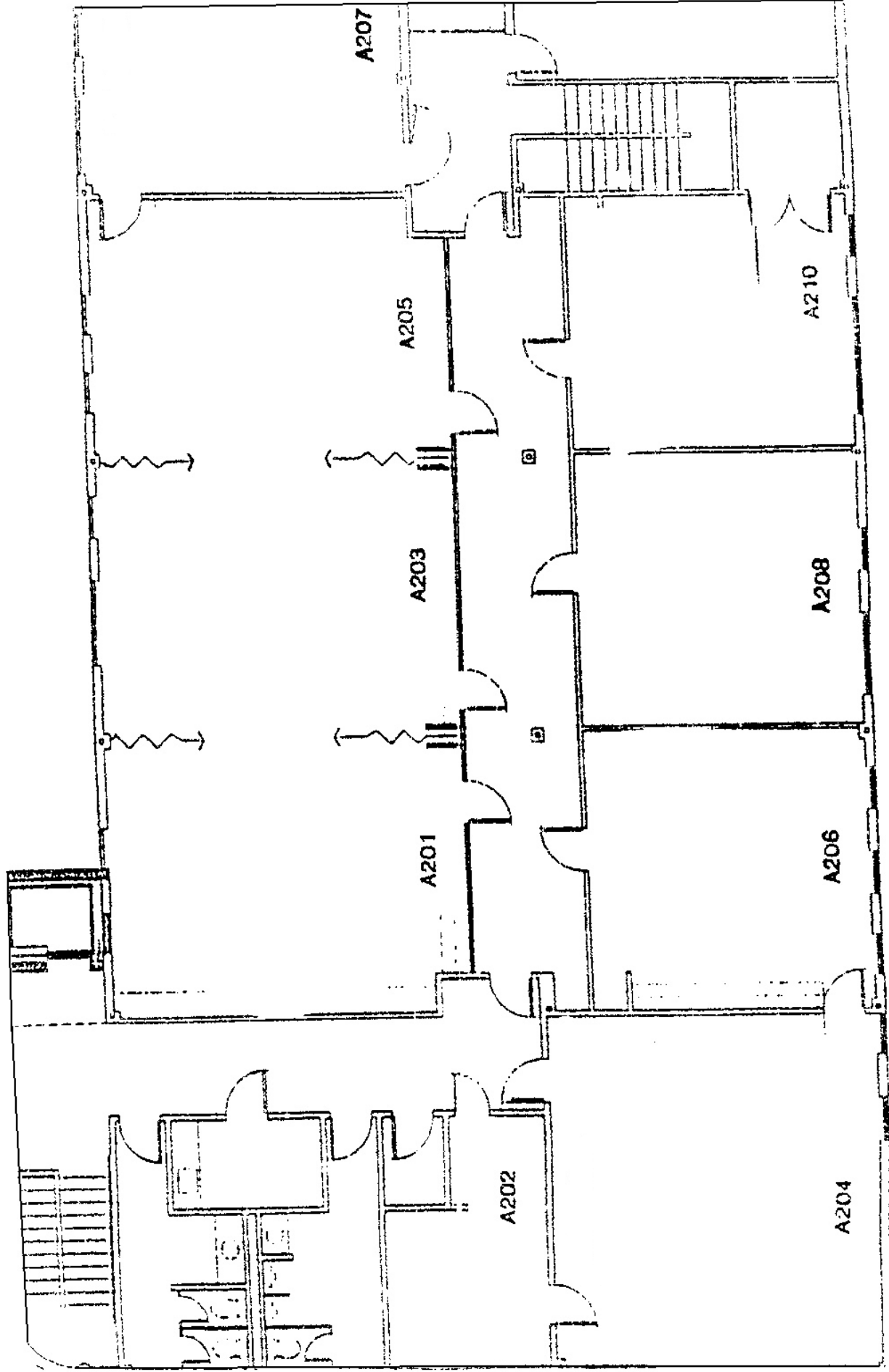


# Parish Administration Center/PAC



**Second Floor Plan**

**Date(s) Needed:**

\_\_\_\_\_

**ROOM CONTRACT AND SET-UP SHEET**  
**FOR PAC BUILDING**  
*(Set-up forms need to be in the office at least **TWO (2)** days  
 Prior to meeting)*

Title of Meeting: \_\_\_\_\_

Day of the Week: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time of Meeting: \_\_\_\_\_

Your Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Staff Contact Person: \_\_\_\_\_

Set-up Time: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Set-up Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Supplies Needed:**

Tables, 6 foot \_\_\_\_\_

Extension Cord \_\_\_\_\_

TV-VCR \_\_\_\_\_

Chairs \_\_\_\_\_

Prayer Table \_\_\_\_\_

TV-DVD \_\_\_\_\_

Overhead Projector/screen

Podium

Coffee Service \_\_\_\_\_

Microphone

Building usage guidelines have been developed which spell out your group's responsibilities when using CGS Facilities. If you have not previously read the guidelines ask for a copy and read them before scheduling your room. Use of the room entails some responsibilities. Your signature below indicates that you and/or your group understand and intend to carry out the responsibilities.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_