

ARLINGTON HEIGHTS CAMPUS

ROOM SELECTION, SET-UP & MEDIA REQUEST

Classrooms

- Room 100*
- Room 102 *
- Room 103*
- Room 105
- Room 106A/C (1st&2nd)
- Room 106B/D (1st&2nd)
- Room 107
- Room 108
- Room 109 (Kindergarten)
- Room 200 (Infant)
- Room 201 (Infant)
- Room 202 (Crawler)
- Room 203A (Walker)
- Room 203B (Walker)
- Room 204 (Special Needs)
- Room 205

Multipurpose

- Room 101 (Awana Office)
- Room 110 (Recreation)
- Room 111 (Gymnasium)
- Room 112A (Social-N)
- Room 112B (Social-S) Kitchen
- Room 113A (Arlington-E) Windows
- Room 113B (Arlington-W)
- Room 114 (Fellowship Hall-E) Kitchen
- Room 114 (Fellowship Hall-W) Stage
- Room 115 (Fellowship Hall-S)
- Room 117 (Kitchen)
- Room 206 (Belmont-N)
- Room 206 (Belmont-S) Stage
- Room 207 (Library)
- Room 208 (Resource)
- Room 209 (Douglas)
- Room 210 (Conference)
- Room 212 (Parlor)
- Room 213 (Chapel)
- Sanctuary
- Youth Office
- Studio B

* These rooms can be divided

Diagram for _____ Room (complete one diagram for each room)

- = Rectangular Table
 N = Narrow Rectangular Table
 X = Chair
 O = Round Table
 ▼ = Easel
 = Podium
 ⊙ = Stool
 = Music Stand
 C = Chalkboard
 W = Whiteboard
 D = Divider

Please draw diagram below showing location and number of chairs, tables, and other equipment needs.

Note: Sunday morning set-ups needed between 8am to 1pm are self-service. However, indicate your layout below so we are aware of your requirements.

Equipment Quantities

- Chalkboard – Qty _____
- Podium – Qty _____
- Whiteboard – Qty _____
- Divider – Qty _____
- Music Stand – Qty _____
- Divider (Accordion) – Qty _____
- Easel – Qty _____
- Stool – Qty _____

Is Media Equipment Needed For Activity? Yes No If yes, information below is required as some quantities are limited

- Play a CD or Cassette
- Play a DVD
- Play a VHS Tape
- Project a transparency
- Show a PowerPoint Presentation (computer not supplied)
- Amplify Speaker/Singer - microphone(s)
- Stage (FH West)

Comments / Other Needs: _____