



Fireside Lounge: *(Page 1 of 2)*

Church/Organization: _____

Dates and times of use

Retreat Date: _____

1. _____

Group size: _____

2. _____

Please indicate the function of this meeting room:

Meeting Room
 Classroom/workshop
 Other: _____

Room Set-Up

Please indicate the desired set-up format. If a custom set-up is desired, please draw on the meeting room layout page (2/2).

Chevron	Theater	Reception	Classroom	Semi-Circle	Craft	Board Room
<input type="checkbox"/> Max 20	<input type="checkbox"/> Max 20	<input type="checkbox"/> Max 25	<input type="checkbox"/> Max 10	<input type="checkbox"/> Max 15	<input type="checkbox"/> Max 20	<input type="checkbox"/> Max 15

Number of tables: _____

Number of chairs: _____

Lectern: Yes No

Small group set-up (if applicable):

Number of groups: _____

Chairs per group: _____

Audio/Visual Set-Up

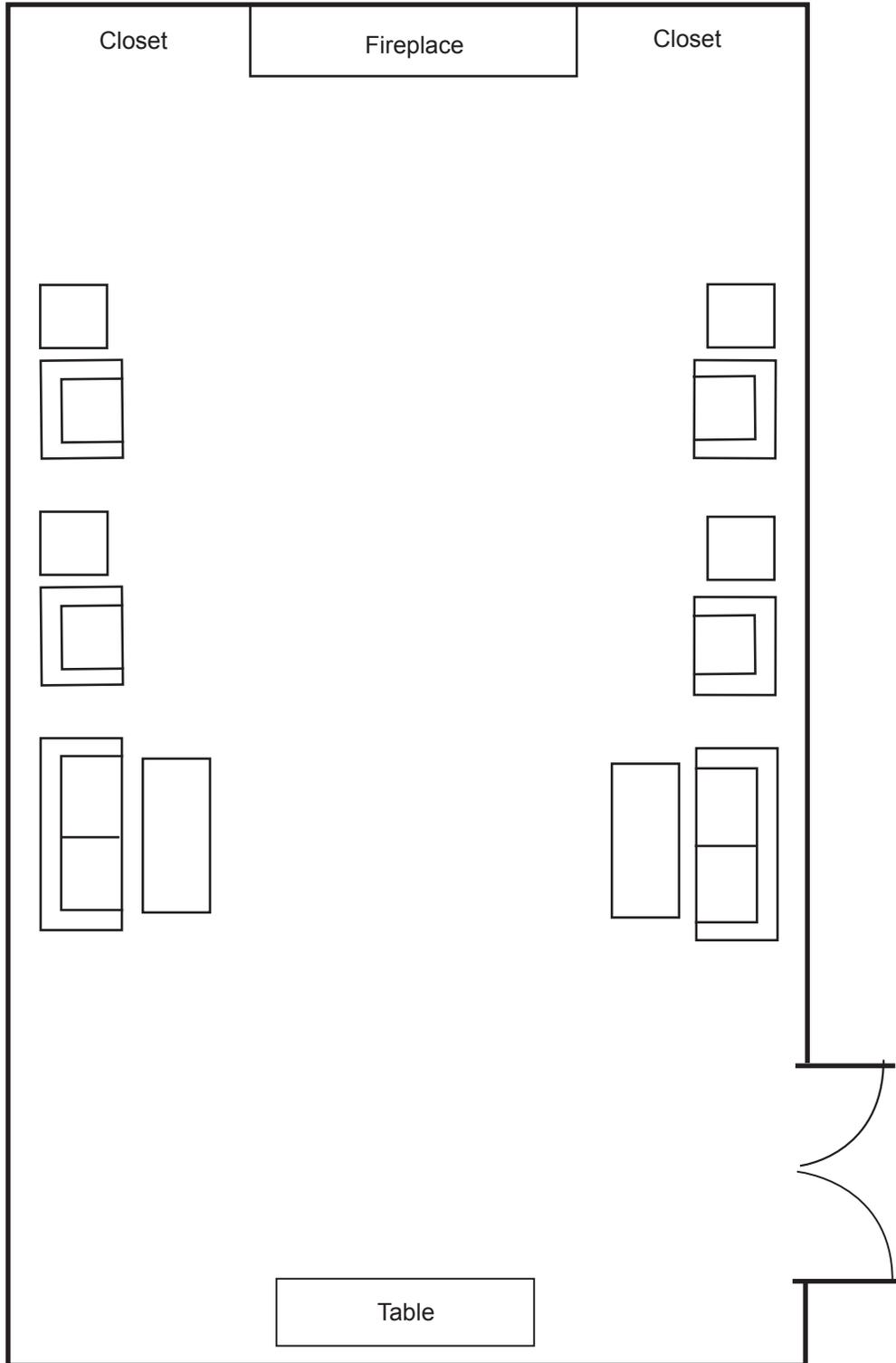
Special Request Equipment

- Video Projector
- TV / DVD / VCR
- CD Player
- Whiteboard & Markers
- Flipchart

Please list equipment group will be bringing:

FIRESIDE LOUNGE

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Use the PDF comment tools to draw on diagram or add description of what you would like set up in meeting room space. Hit submit button on first page when ready to send to Mission Springs.