

# REPUBLIC COMMUNITY CENTER ROOM SET UP FORM

## RESERVATION INFORMATION

NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

RENTAL DATE: \_\_\_\_\_ ROOM(S): A B A&B C

RENTAL TIME (\*RENTAL TIME INCLUDES SET UP AND CLEANUP): \_\_\_\_\_

PURPOSE OF RENTAL: \_\_\_\_\_ EXPECTED ATTENDANCE \_\_\_\_\_



SYMBOLS	
ROUND TABLES * seats 5-7	
RECTANGULAR TABLES * seats 4	
CHAIRS	<b>X</b>
SCREEN	
PODIUM	<b>P</b>
COFFEE MACHINE WITH POTS	<b>C</b>

## NOTES

\*COFFEE, FILTERS, CUPS AND CONDIMENTS ARE NOT PROVIDED WITH THE COFFEE MACHINE AND POTS.

**Room A will comfortably fit 5 round tables and 1 rectangular table.**  
**Room B will comfortably fit 10 round tables and 2 rectangular tables.**

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## RESERVATION INFORMATION

NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

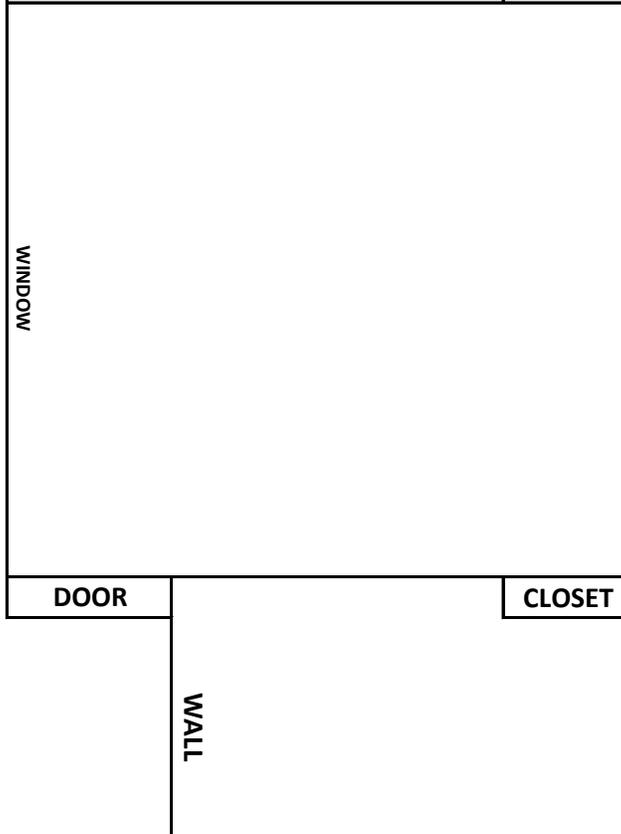
RENTAL DATE: \_\_\_\_\_ ROOM(S): A B A&B C

RENTAL TIME (\*RENTAL TIME INCLUDES SET UP AND CLEANUP): \_\_\_\_\_

PURPOSE OF RENTAL: \_\_\_\_\_ EXPECTED ATTENDANCE \_\_\_\_\_



### ACTIVITIES BUILDING (ROOM C)



#### SYMBOLS

ROUND TABLES <i>* seats 5-7</i>	
RECTANGULAR TABLES <i>* seats 4</i>	
CHAIRS	<b>X</b>
SCREEN	
PODIUM	<b>P</b>
COFFEE MACHINE WITH POTS	<b>C</b>

#### NOTES

*\*COFFEE, FILTERS, CUPS AND CONDIMENTS ARE NOT PROVIDED WITH THE COFFEE MACHINE AND POTS.  
Room C will comfortably fit 4 round tables and 1 rectangular table.*