



# ARLINGTON HEIGHTS CAMPUS

## ROOM SELECTION, SET-UP & MEDIA REQUEST

### Classrooms

- Room 100\*
- Room 102 \*
- Room 103\*
- Room 105
- Room 106A/C (1<sup>st</sup>&2<sup>nd</sup>)
- Room 106B/D (1<sup>st</sup>&2<sup>nd</sup>)
- 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

\* 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:** \_\_\_\_\_