



**CHRISTFIRST**  
THE UNITED CHURCH OF CANADA

1700 Mazo Cres., Mississauga, ON L5J 1Y8

Phone: (905) 822-9834

Email: [office@christfirst.ca](mailto:office@christfirst.ca)

Website: [www.christfirst.ca](http://www.christfirst.ca)

## REQUEST FOR ROOM SETUP

Must be requested at least 3 working days in advance!

Event Date: \_\_\_\_\_ Request Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Rooms: \_\_\_\_\_

### Custodian Requested To:

- Check Heating/Air Conditioning as it 72F/22C.
- Look after complete setup.
- Assist with Setup. Specify **what, how, when.**

### Who will clean up after event?

### Special Requirements:

- Tables
- Chairs
- Audio/Video
- Piano
- Other Musical Instruments

### Other Requests:

### Setup Diagram:

### Contact Person:

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_