

## **Mount Olive - Room Reservation**

Today's Date \_\_\_\_\_ Date of Use: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Daytime Phone Number: \_\_\_\_\_  
 Meeting/Function: \_\_\_\_\_  
 Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Setup to be Completed by Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 How many people attending: \_\_\_\_\_  
 Desired Setup (if known): Tables: \_\_\_\_\_  
 Chairs: \_\_\_\_\_

**Area of Building Used:** Please list first and second choices.

<input type="checkbox"/> Balcony East	<input type="checkbox"/> Junior Youth Room	<input type="checkbox"/> Room 121 - Classroom
<input type="checkbox"/> Balcony North	<input type="checkbox"/> Library (2108)	<input type="checkbox"/> Room 123 - Classroom
<input type="checkbox"/> Bookstore	<input type="checkbox"/> Meeting Room (2107)	<input type="checkbox"/> Room 1103 - Classroom
<input type="checkbox"/> Bride's Room (2109)	<input type="checkbox"/> Family Center	<input type="checkbox"/> Room 1105 - Classroom
<input type="checkbox"/> Calvary(K. Room)	<input type="checkbox"/> Prayer Room	<input type="checkbox"/> Room 1106 - Cry Room
<input type="checkbox"/> Cana Hall - All	<input type="checkbox"/> Room 108 - School Classroom	<input type="checkbox"/> Room 1109 - Classroom
<input type="checkbox"/> Cana Hall - East	<input type="checkbox"/> Room 109 - School Classroom	<input type="checkbox"/> Room 1110 - Classroom
<input type="checkbox"/> Cana Hall - West/Kitchen	<input type="checkbox"/> Room 110 - School Office	<input type="checkbox"/> Room 1111 - Classroom
<input type="checkbox"/> Coffee Shop Seating Area	<input type="checkbox"/> Room 112/113 - School Classroom	<input type="checkbox"/> Senior Youth Room
<input type="checkbox"/> Commons Area		<input type="checkbox"/> Worship Center
<input type="checkbox"/> Conference Room	<input type="checkbox"/> Nursery	

<b><u>Special Needs:</u></b>			
<input type="checkbox"/>	None	<input type="checkbox"/>	Podium
<input type="checkbox"/>	Computer/PowerPoint	<input type="checkbox"/>	Risers
<input type="checkbox"/>	DVD	<input type="checkbox"/>	Stage Blocks/Steps
<input type="checkbox"/>	Easel & Pad	<input type="checkbox"/>	Screen
<input type="checkbox"/>	LCD Projector	<input type="checkbox"/>	Small Table
<input type="checkbox"/>	Microphone	<input type="checkbox"/>	TV
<input type="checkbox"/>	Overhead Projector	<input type="checkbox"/>	VCR
<input type="checkbox"/>	Piano	<input type="checkbox"/>	Videography
<input type="checkbox"/>	Nursery	<input type="checkbox"/>	Other _____

**Any Questions:**

Phone: 763.421.3223

Email: [jolene@mtolive-anoka.org](mailto:jolene@mtolive-anoka.org)

Verification of room assignment will be communicated to contact person.

**\* Please attach separate sheet for room diagram.**

***Mount Olive Evangelical Lutheran Church***

Attn: Jolene Long  
 700 Western Street  
 Anoka, MN 55303