

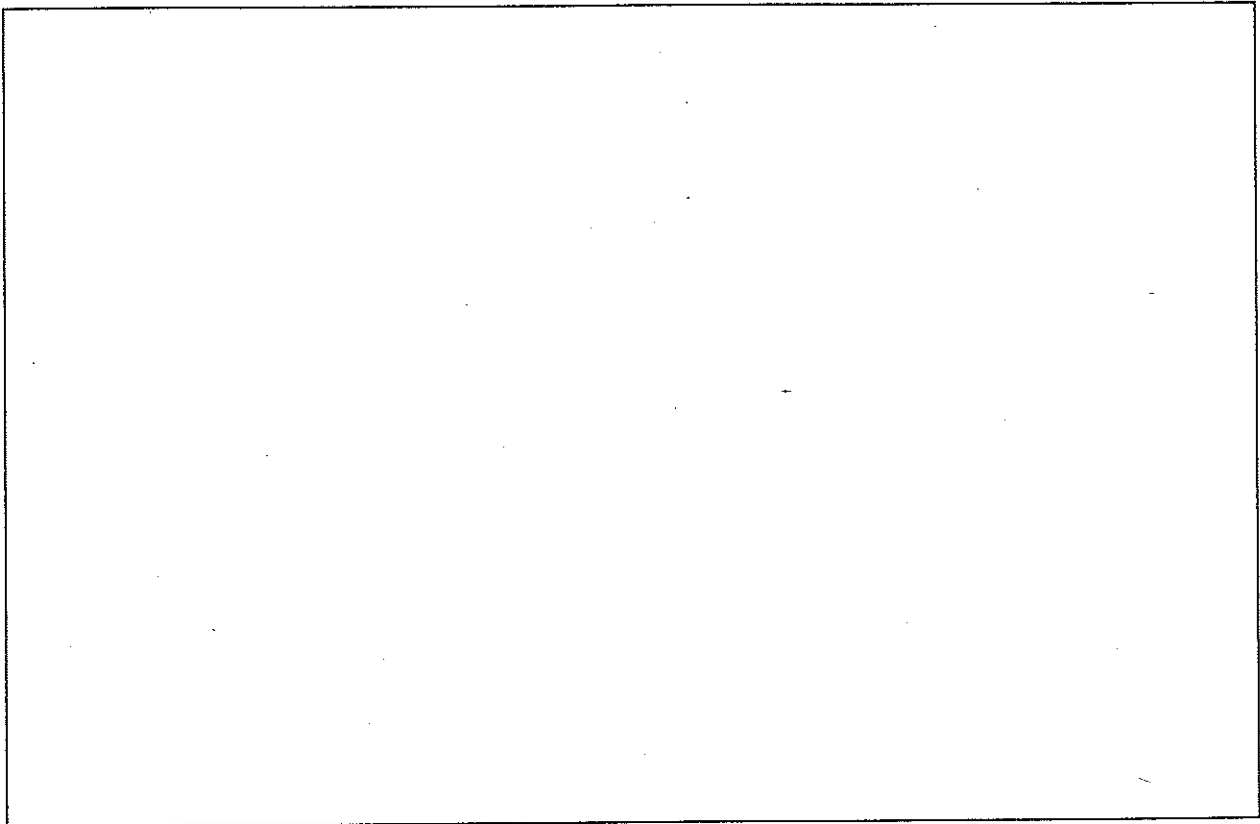
VSPC ROOM DIAGRAM FORM

Room: _____ Date(s) of Event: _____

Name of Event: _____

Person responsible for event: _____ Telephone: _____

Please draw your desired arrangement of this room in as much detail as possible. Indicate one or two stationary features of the room or its surroundings (hallway, entrances, doors, kitchen, bleachers, etc.) to help us with the direction of the set-up.



RULES FOR ALL USERS OF VSPC FACILITIES

1. Everyone must be respectful of all church property.
2. Rooms must be left clean and orderly.
3. All kitchen facilities and equipment must be left clean and orderly.
4. Everyone must remain in the area assigned.
5. All youth (VSPC and ECA) programs must have adequate supervision at all times and leaders must arrive before the young people and leave after the young people have left.

(07/02)