



**ST. MARK UNITED METHODIST CHURCH  
ROOM SET-UP FORM**

(Call the church office at 773-846-2993 to reserve the room, prior to completing the Room Set-Up Form)

**Requesting Group/Ministry:**

**Event Day & Date:**

**Event Time:**

**Describe and/or Draw Diagram Below:**

**Submitted By:**

**Telephone Number:**

**Email Address:**

**Date:**

(Completed form can be emailed to the St. Mark Office staff at [Office@StMarkUMCChicago.org](mailto:Office@StMarkUMCChicago.org) or dropped off with the St. Mark office staff.)