

BARRINGTON CAMPUS

ROOM SELECTION, SET-UP & MEDIA REQUEST

Classrooms

- 101 3rd – 5th grade
- 102 1st – 2nd grade
- 103 Kindergarten
- 104 Walkers (12-24 months)
- 105 Special Needs
- 106 2-year-olds
- 108 3-year-olds
- 109 4-year-olds
- 203 Infant/Crawler Nursery (birth-12 months)

Multipurpose

- 100 Middle School
- 200 High School
- 205 Meeting Room
- 301 Adult Classroom
- 302 Adult Classroom
- 303 Adult Classroom
- 304 Adult Classroom
- Commons
- The Grove Café
- The Loft
- Worship Center

Multipurpose (North Bldg)

- 110 Awana Room
- 120 Facilities Suite (adults only)
- 130 Adult Classroom
- 170 Adult Classroom
- 210 Meeting Room

Diagram for _____ Room (complete one diagram for each room)

- = Rectangular Table
 N = Narrow Rectangular Table
 X = Chair
 O = Round Table
 ▼ = Easel
 = Lectern
 ⊙ = Stool
 M = Music Stand
 W = Whiteboard
 D = Divider

Note: Sunday morning set-ups needed between 8am to 1pm are self-service. However, do indicate your layout below so we are aware of your requirements.

Please draw a diagram below, showing location and number of chairs, tables, and other equipment needs.

Equipment Quantities

- Easel – Qty _____
 Lectern – Qty _____
 Music Stand – Qty _____
 Stool – Qty _____
 Whiteboard – Qty _____
 Divider – Qty _____
 Divider (Accordion) – Qty _____

Is Media Equipment/Assistance Needed For Activity? Yes No **If yes, you must also submit a media request form, which is available [online](#).**

Comments / Other Needs: _____
