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## Room Setup Request for Auditorium Rental

Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Total Attendees: \_\_\_\_\_

Table Layout: (see back for common layouts)

- U-shaped
- Classroom
- Facing
- Round
- Custom (please specify)

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Additional Information:

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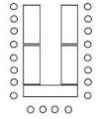
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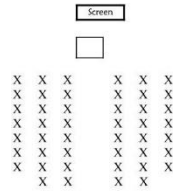
Forms may be submitted via email to [events@star-center.org](mailto:events@star-center.org). Please note the date of the event in the email. Someone from our maintenance staff will contact you prior to the event to discuss details of the layout.

### Common Layouts

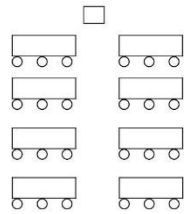
#### “U”-Shaped



#### Classroom



#### Facing



#### Round

