## **Church Basement Set-up**

Enjoy using the church building. If you move anything around, please put it back in its place when you are finished. Thanks!



A. Put the divider by the light switches (do not leave any stacks of chairs in the main room).

- B. Put grey table "G1" in front of the marker board along with six red chairs (see notes below). Stack the other grey tables along the wall below the bulletin board (with the tops facing out).
- C. Six sanctuary chairs are kept in the large Nursery (four are stored behind the door).

<u>Notes</u>: All 8ft tables are labeled on the legs & their underside (the grey tables are G1, G2, etc., and the white tables are W1, W2 & W3). Set up table G1 because it is in the best condition. More instructions are below.



- D. Put two stacks of red chairs along the wall outside the Copy Room.
- E. Put one 8ft white table (W1 or W2) between Nursery & Boiler room doors.
- **F.** Put the narrow 6ft white table along the kitchen wall (if it was there when you arrived; Sometimes this table is used in the entranceway).
- G. One divider & extra sanctuary chairs are stored in the men's bathroom.
- H. Put one 8ft white table (W1 or W2) in the kitchen (stack W3 against the wall).
- I. Put two stacks of red chairs between the kitchen wall & the refrigerator. Stack any extra small tables on the other side of the refrigerator. Thanks!





