



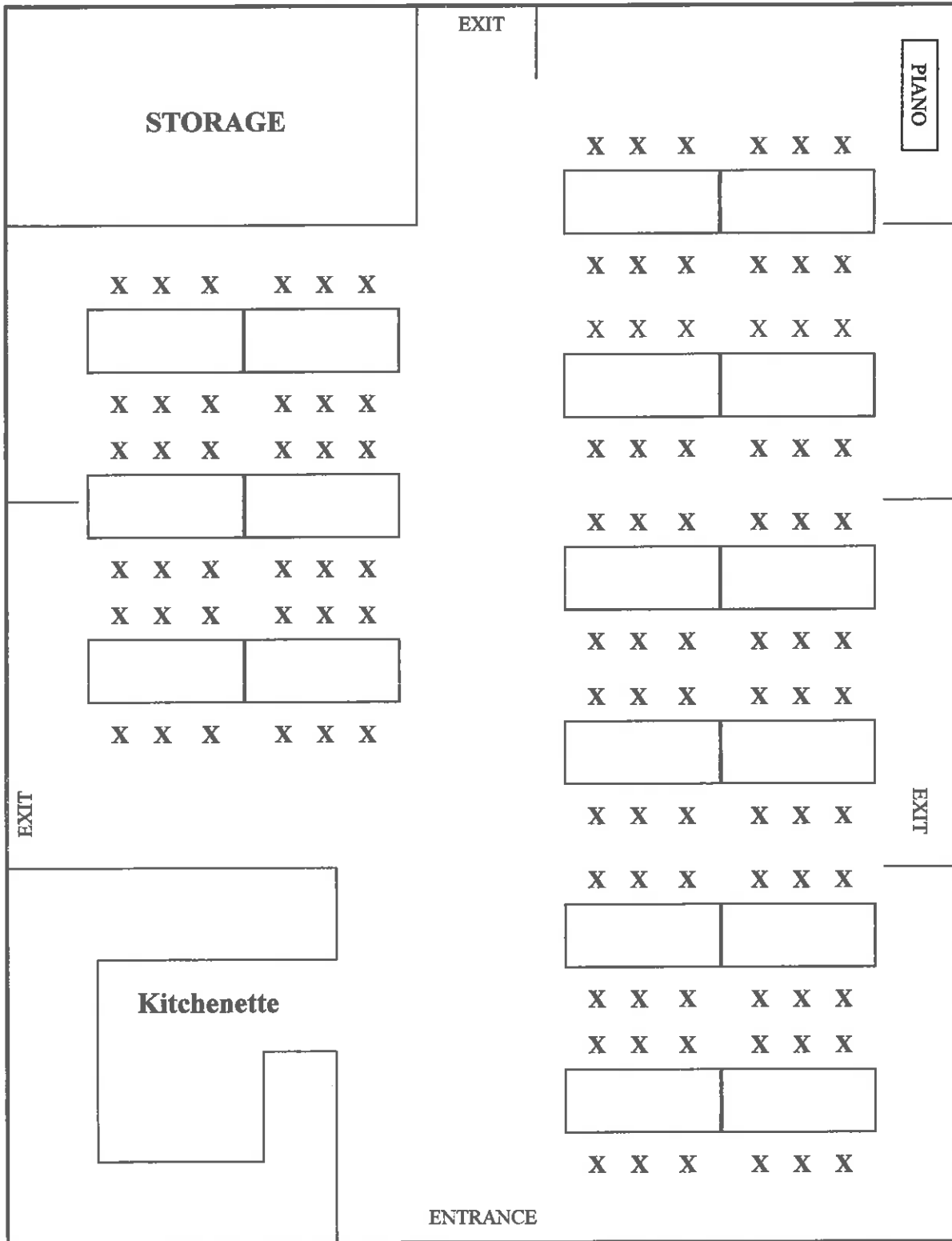
**PARKS + RECREATION
BOWLING GREEN, OHIO**

Simpson Meeting Room Examples

Set-Up Form due 30 days prior to reservation date

Set-Up #1

18 Tables
108 Chairs



Renter's Name: _____
Renter's Phone Number: _____
Date of Rental: _____
Rental Approval (Initial): _____
Reservation #: _____

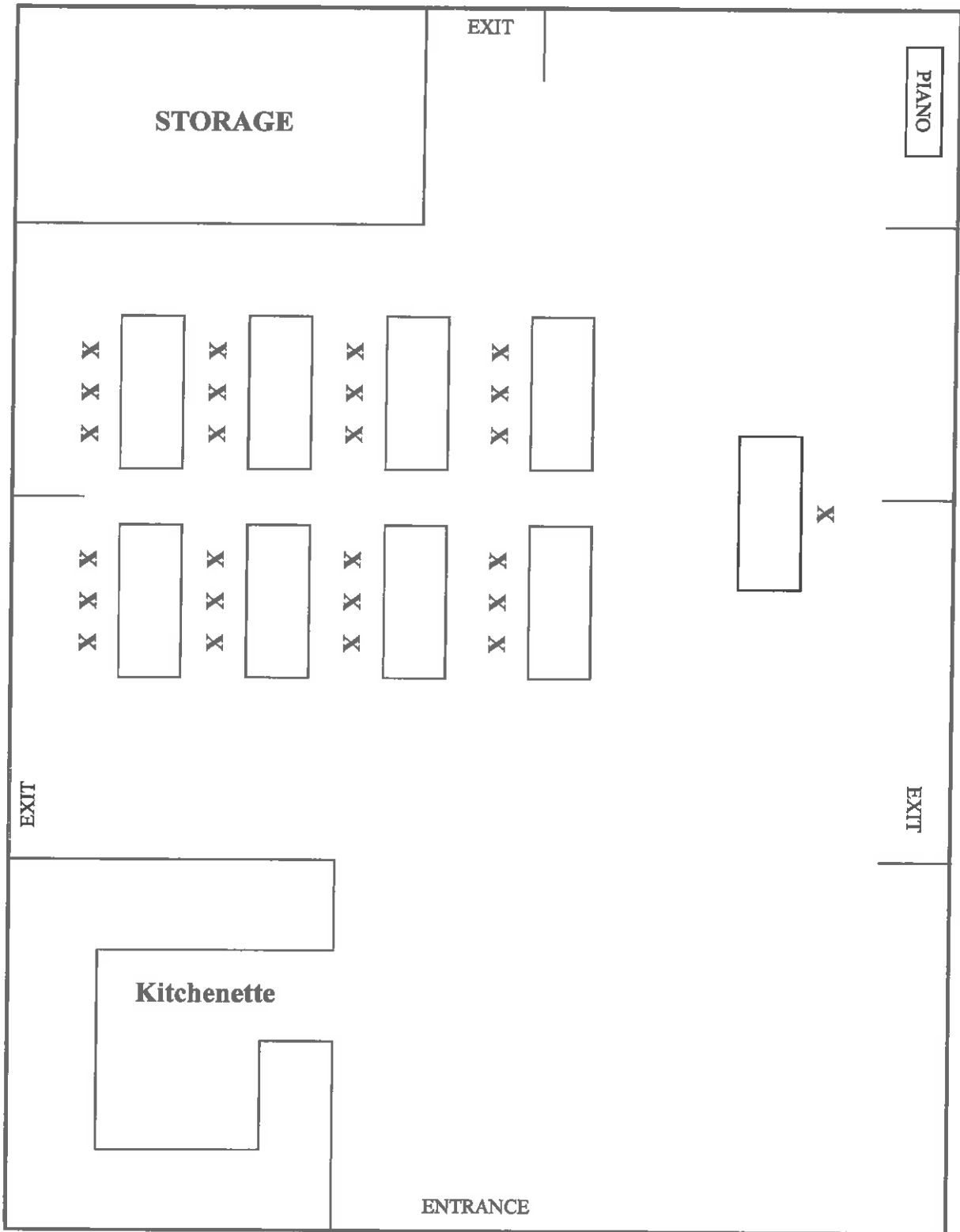
Set-Up Key Form

Chairs = X, # of chairs needed: _____
Rectangle Tables = 72" (6ft.), # of tables needed: _____
Square Footage of Meeting Room: 2,112

Set-Up #2

9 Tables

25 Chairs



Renter's Name: _____
Renter's Phone Number: _____
Date of Rental: _____
Rental Approval (Initial): _____
Reservation #: _____

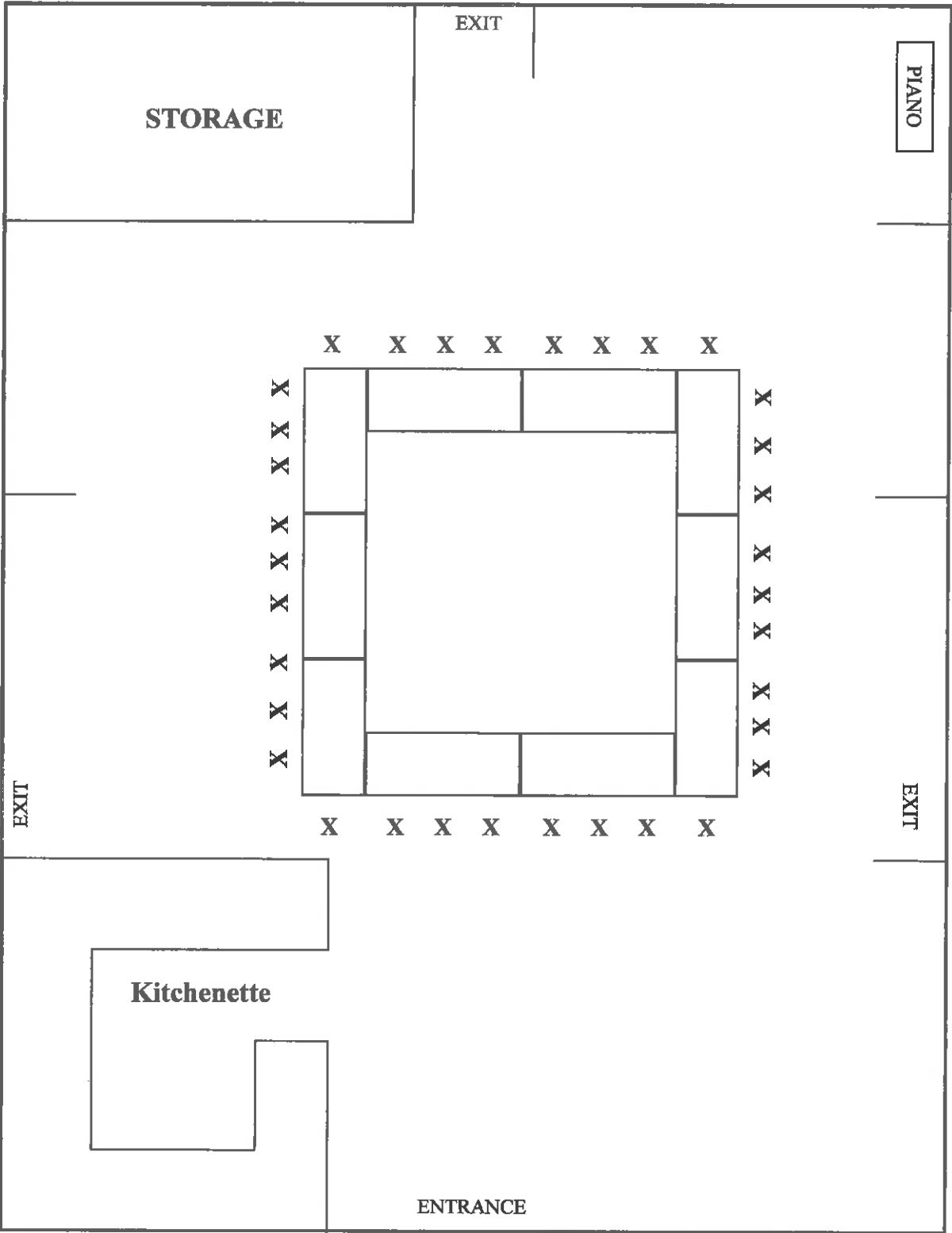
Set-Up Key Form

Chairs = X, # of chairs needed: _____
Rectangle Tables = 72" (6ft.), # of tables needed: _____
Square Footage of Meeting Room: 2,112

Set-Up #3

10 Tables

34 Chairs



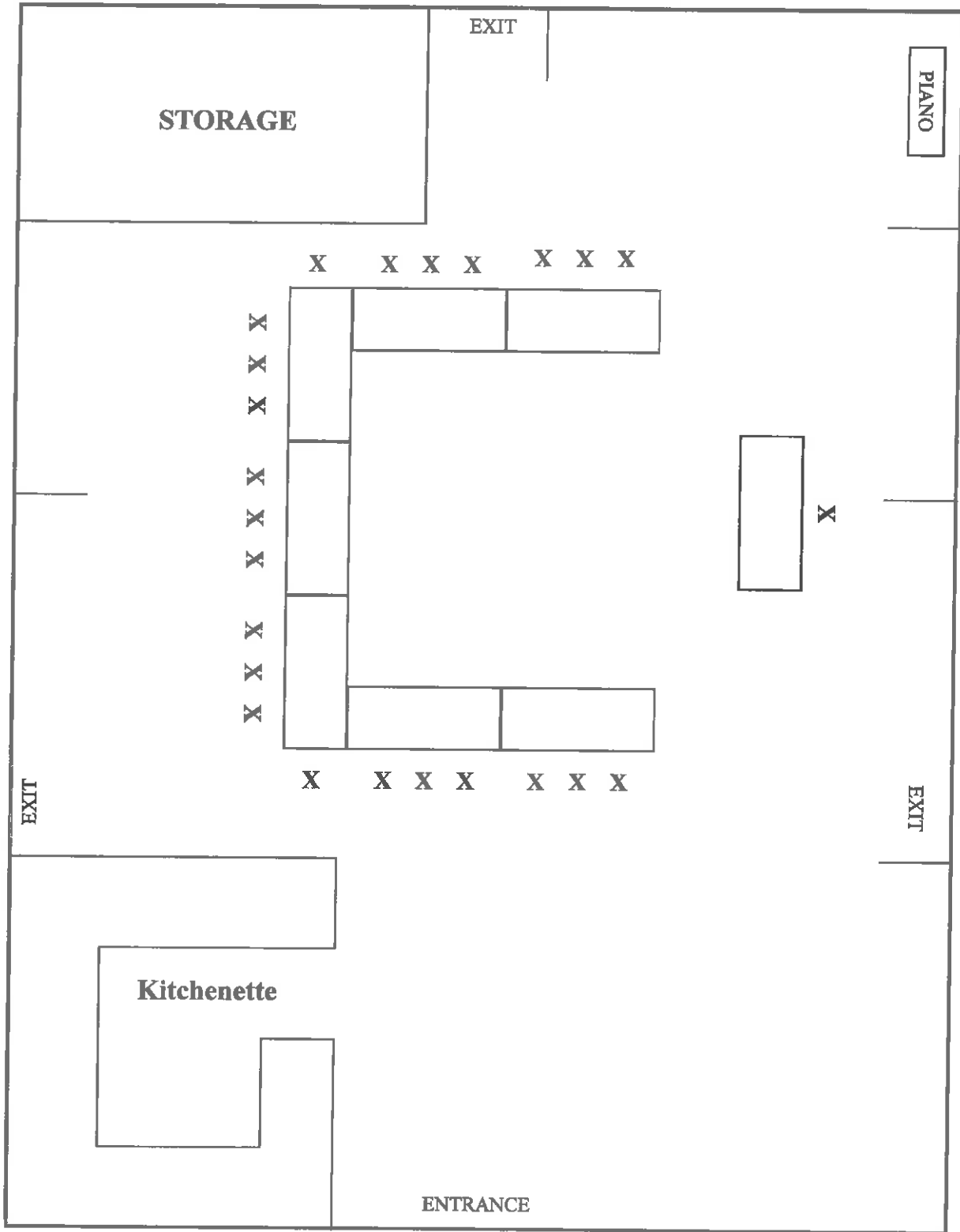
Renter's Name: _____
Renter's Phone Number: _____
Date of Rental: _____
Rental Approval (Initial): _____
Reservation #: _____

Set-Up Key Form
Chairs = X, # of chairs needed: _____
Rectangle Tables = 72" (6ft.), # of tables needed: _____
Square Footage of Meeting Room: 2,112

Set-Up #4

8 Tables

24 Chairs



Renter's Name: _____

Renter's Phone Number: _____

Date of Rental: _____

Rental Approval (Initial): _____

Reservation #: _____

Set-Up Key Form

Chairs = X, # of chairs needed: _____

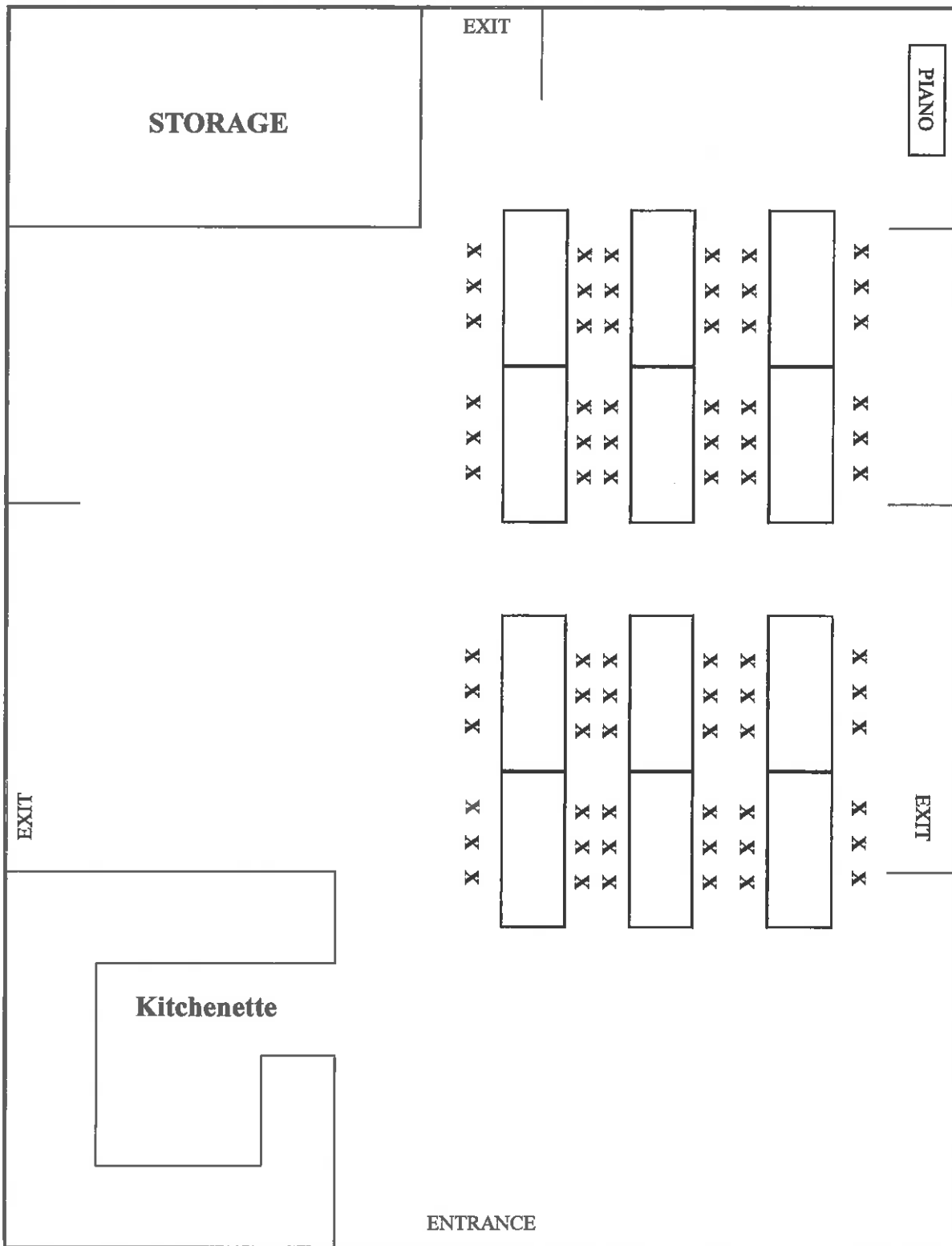
Rectangle Tables = 72" (6ft.), # of tables needed: _____

Square Footage of Meeting Room: 2,112

Set-Up #5

12 Tables

72 Chairs



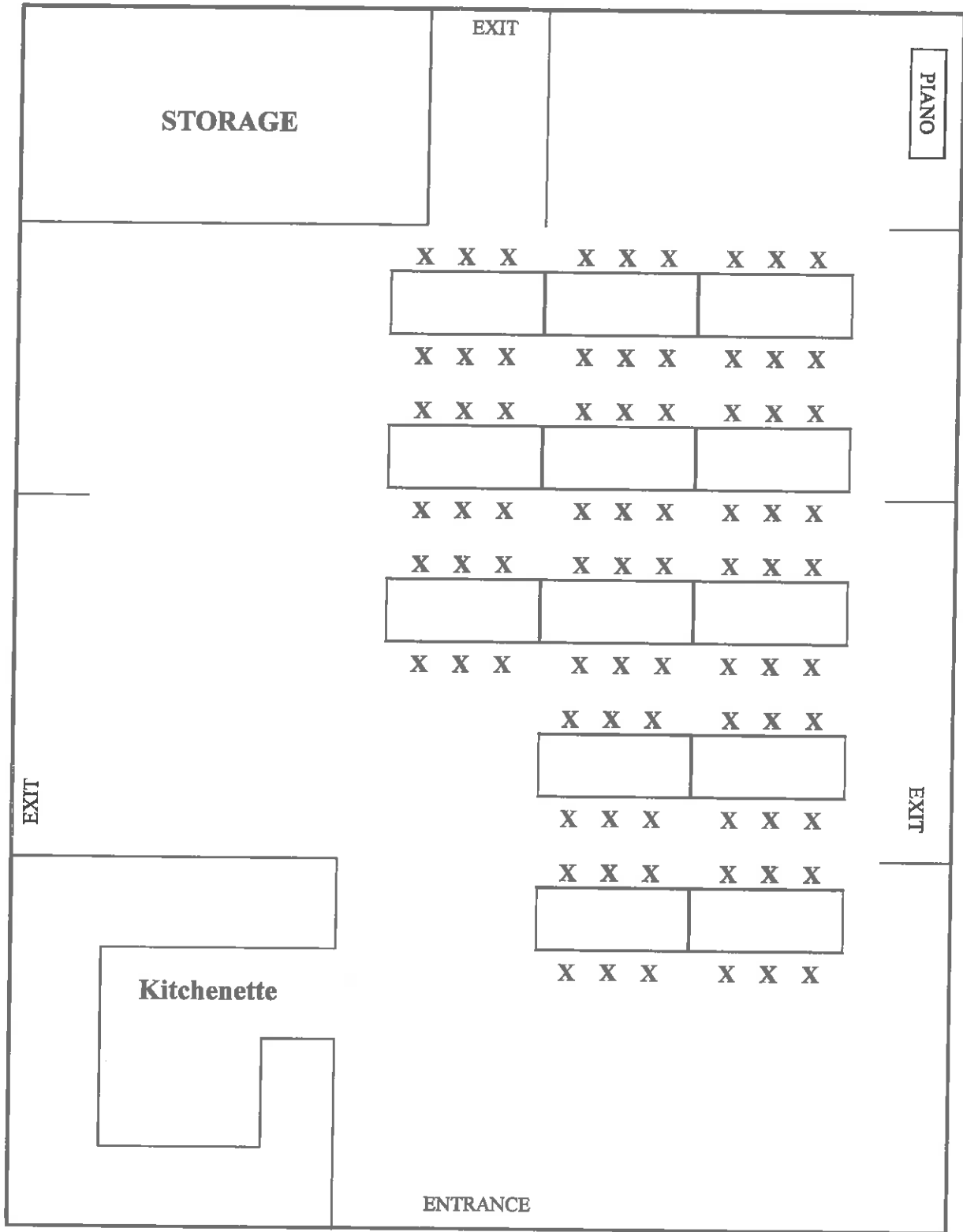
Renter's Name: _____
Renter's Phone Number: _____
Date of Rental: _____
Rental Approval (Initial): _____
Reservation #: _____

Set-Up Key Form
Chairs = X, # of chairs needed: _____
Rectangle Tables = 72" (6ft.), # of tables needed: _____
Square Footage of Meeting Room: 2,112

Set-Up #6

13 Tables

78 Chairs



Renter's Name: _____
Renter's Phone Number: _____
Date of Rental: _____
Rental Approval (Initial): _____
Reservation #: _____

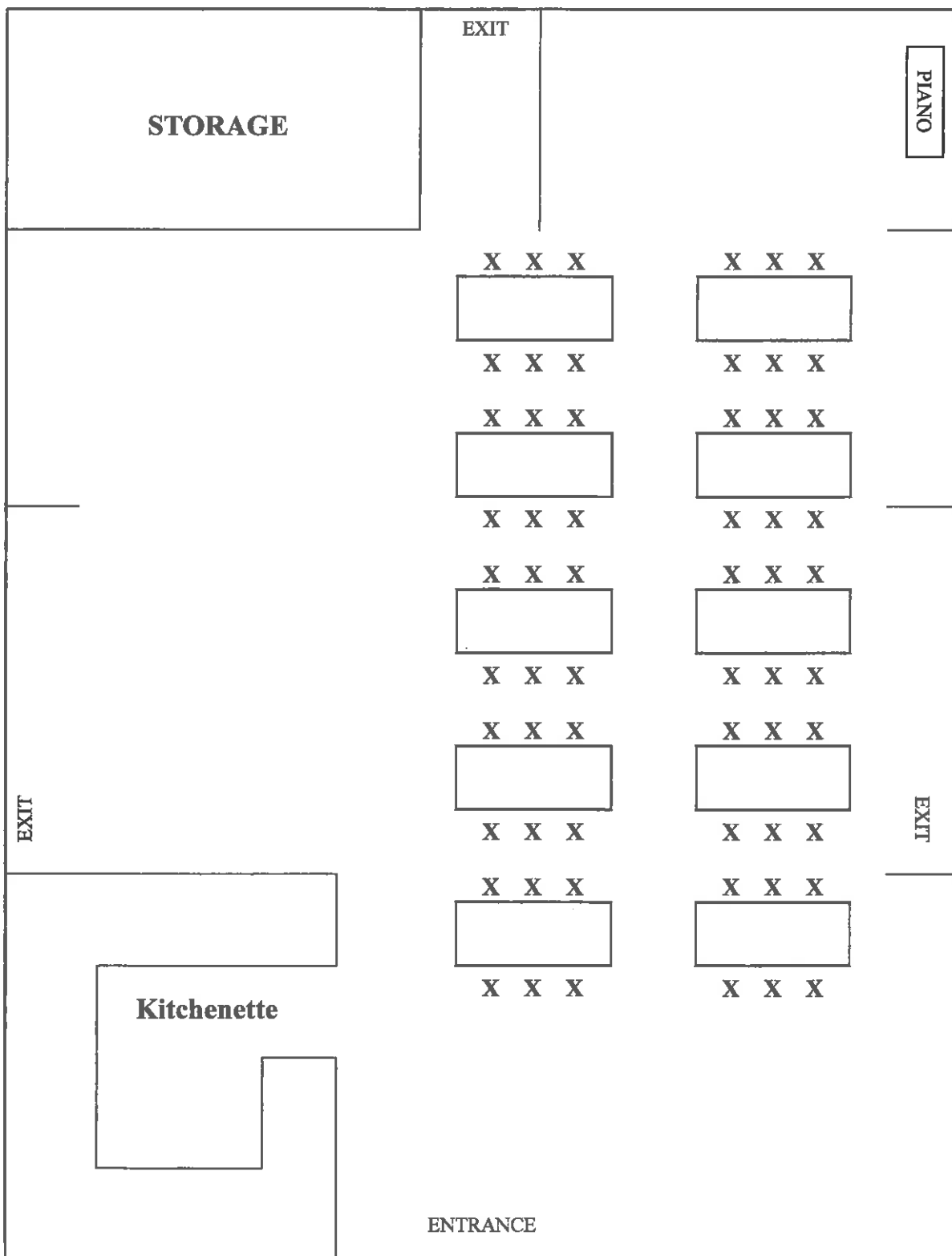
Set-Up Key Form

Chairs = X, # of chairs needed: _____
Rectangle Tables = 72" (6ft.), # of tables needed: _____
Square Footage of Meeting Room: 2,112

Set-Up #7

10 Tables

60 Chairs



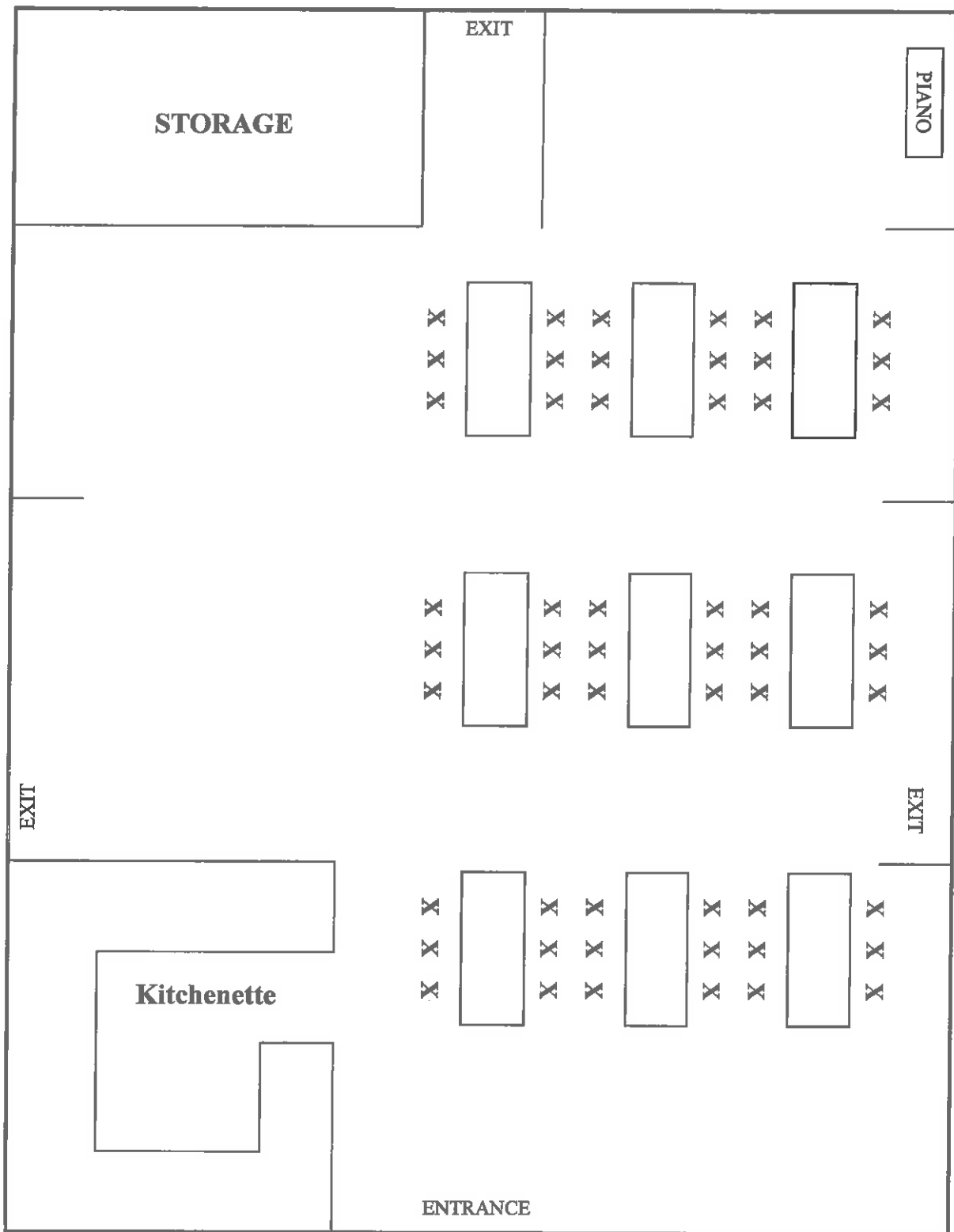
Renter's Name: _____
Renter's Phone Number: _____
Date of Rental: _____
Rental Approval (Initial): _____
Reservation #: _____

Set-Up Key Form
Chairs = X, # of chairs needed: _____
Rectangle Tables = 72" (6ft.), # of tables needed: _____
Square Footage of Meeting Room: 2,112

Set-Up #8

9 Tables

54 Chairs



Renter's Name: _____

Renter's Phone Number: _____

Date of Rental: _____

Rental Approval (Initial): _____

Reservation #: _____

Set-Up Key Form

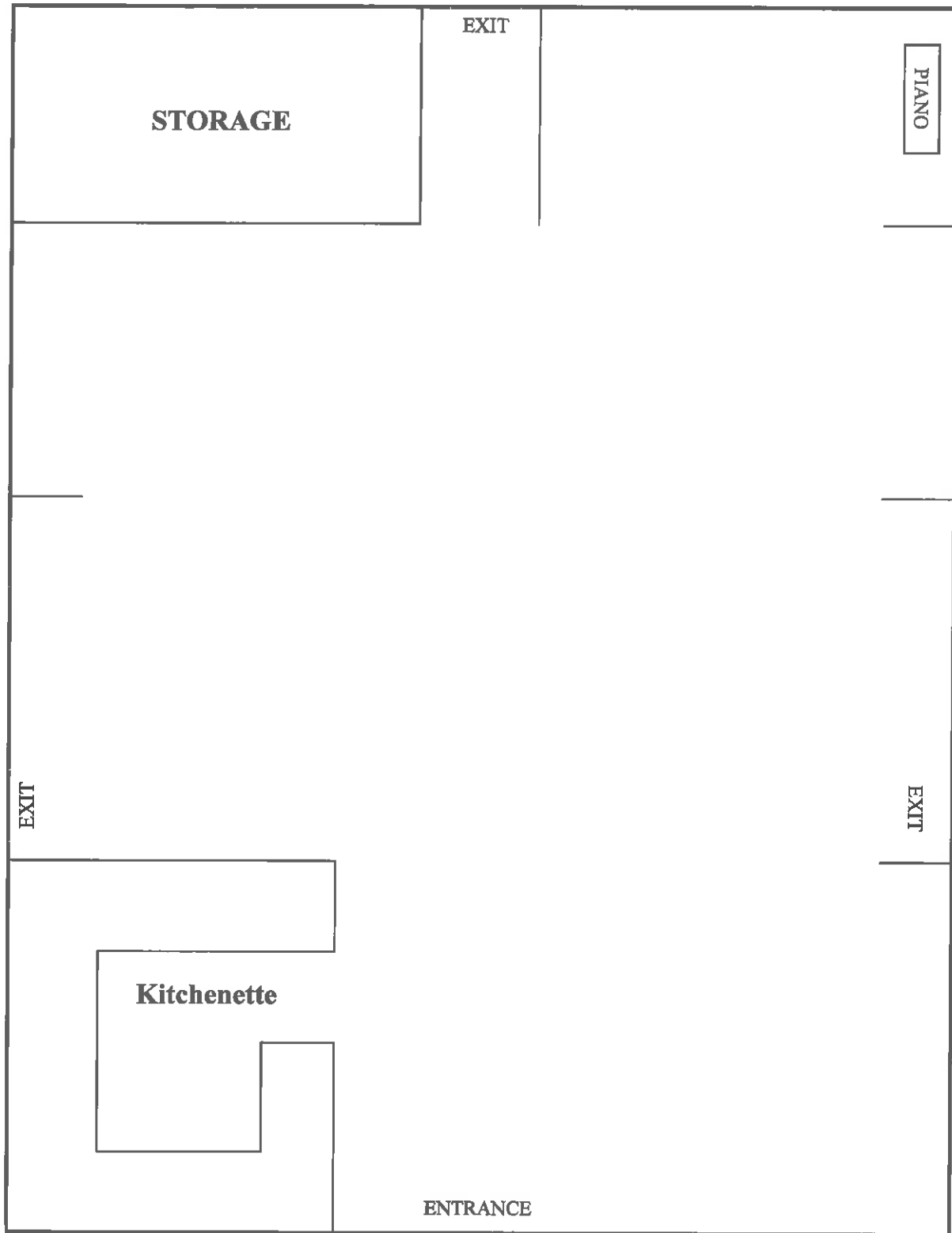
Chairs = X, # of chairs needed: _____

Rectangle Tables = 72" (6ft.), # of tables needed: _____

Square Footage of Meeting Room: 2,112

Meeting Room Customizable Set-Up

22 Tables Available
160 Chairs Available



Renter's Name: _____
Renter's Phone Number: _____
Date of Rental: _____
Rental Approval (Initial): _____
Reservation #: _____

Set-Up Key Form

Chairs = X, # of chairs needed: _____
Rectangle Tables = 72" (6ft.), # of tables
needed: _____
Square Footage of Meeting Room: 2,112



