



# MASONIC CONFERENCE CENTER



## DETAILED REQUEST FOR USE

Complete and send to Event Planning Dept at Masonic Village  
**At Least three weeks prior to the start date of your program**

GROUP NAME: \_\_\_\_\_

PROGRAM TITLE \_\_\_\_\_

EARLIEST ARRIVAL: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_\_

Should be the time your planning committee arrives on campus

LATEST DEPARTURE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_\_

GROUP REGISTRATION TIME: \_\_\_\_\_

CHECK-OUT TIME: \_\_\_\_\_

ESTIMATED TOTAL NUMBER OF PARTICIPANTS: \_\_\_\_\_  
EXACT HOUSING COUNT DUE TEN (10) DAYS PRIOR TO ARRIVAL

IF YOUTH GROUP - ESTIMATED NUMBER OF ADULT LEADERS: \_\_\_\_\_

ESTIMATED NUMBER OF YOUTH ATTENDEES: \_\_\_\_\_  
\_\_\_\_\_

PROGRAM COORDINATOR \_\_\_\_\_

TELEPHONE # ( ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

GROUP EMERGENCY CONTACT when on campus: \_\_\_\_\_

TELEPHONE # ( ) \_\_\_\_\_ Room Assigned: \_\_\_\_\_

DESCRIPTION OF ACTIVITIES \_\_\_\_\_  
\_\_\_\_\_

**Please attach a tentative schedule of activities**

# FACILITIES REQUESTED: ( CHECK APPROPRIATE AREAS )

## MEMORIAL HALL:

- FIRST FLOOR DORM ROOMS** ( 11 Rooms / 40 Beds incl. 6 Top Bunks )
- SECOND FLOOR DORM ROOMS** ( 8 Rooms / 32 Beds incl. 12 Top Bunks )
  
- DINING ROOM** ( 24 Tables 8 Chairs per Table. Capacity 192 )
  - Change to Head Table with Podium**  
( Max.of 8 at Head Table. Room Capacity changes to 160)
  - Access to audio System** with CD / Tape / Radio Capabilities
  - Table linens requested** (state which meal needed)

- WILLIAMSON MULTIMEDIA CENTER** (Seating capacity of 100)

### PROGRAM NEEDS

- Microphones**
- Computer Access**
- Internet Access**
- Other:** \_\_\_\_\_
- DVD / CD Player**
- Sound for laptop/computer**
- HDMI Access**

PLEASE DESCRIBE HOW ROOM WILL BE USED: \_\_\_\_\_

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- LOBBY** State what will be needed: \_\_\_\_\_

### PROVIDE FLOOR PLANS IF ROOMS NEED CHANGED FROM NORMAL SETUP

- M-118** Boardroom Style Change to: \_\_\_\_\_  
with pull down screen and portable projector
- M-117** Boardroom Style Change to: \_\_\_\_\_  
with large television and HDMI connection / phone availability
- M-116** Classroom Style Change to: \_\_\_\_\_  
with pull down screen and portable projector
- M-115** Classroom Style Change to: \_\_\_\_\_  
with pull down screen and portable projector
- M-114** Classroom Style Change to: \_\_\_\_\_  
with pull down screen and portable projector
- M-113** Classroom Style Change to: \_\_\_\_\_  
with large television and HDMI connection

***If rooms need divider walls opened or closed, please state this request otherwise walls will remained closed between rooms***

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- FUNCTION ROOM** ( Select Style and Amount )

**(state number of attendees per setup needed)**

- Lodge for \_\_\_\_\_
- Theater for \_\_\_\_\_
- Classroom for \_\_\_\_\_
- Other \_\_\_\_\_

Provide floor plan

### Program Needs

- Projector**
- Microphones**  
Wired / Wireless
- DVD**
- Sound for laptop/computer**
- Other:** \_\_\_\_\_
- Computer Hookup**
- Internet Access**
- HDMI Access**

**GYMNASIUM**

- INDOOR VOLLEYBALL COURT
- BASKETBALL COURT
- ACCESS TO SCOREBOARD
- OTHER : \_\_\_\_\_

**POOL** (LIST DAYS AND START/END TIMES)

***Lifeguards must be reserved with the Event Planning office one month prior to the requested pool times and must end by 10:30 PM.***

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(ALL TIMES MUST BE APPROVED, DUE TO OTHER SCHEDULED PROGRAMS)

**ATHLETIC FIELDS:**

- SOFTBALL
- VOLLEYBALL
- PICKLEBALL/INDOORS
- OUTDOOR BASKETBALL
- OTHER : \_\_\_\_\_
- FOOTBALL
- TENNIS COURTS
- PICKLEBALL/OUTDOORS

*Provide description of other request*

**RANKEN HALL**

- FIRST FLOOR DORM ROOMS** (5 Rooms / 15 Beds incl. 1 Top Bunk)
- SECOND FLOOR DORM ROOMS** (8 Rooms / 21 Beds incl. 2 Top Bunks)
- THIRD FLOOR DORM ROOMS** (8 Rooms / 18 Beds incl. No Bunks)
- PROGRAM ROOM IN BASEMENT** (Mounted TV, 1 table, pool table)

**PATTON HALL**

- SECOND FLOOR DORM ROOMS** (4 Rooms / 10 Beds No Bunks)
- THIRD FLOOR DORM ROOMS** (5 Rooms / 10 Beds incl. 2 Top Bunks)
- WITTE BOARD ROOM**

**CARPENTER CHAPEL** (Holds Approx. 200)

**SANCTUARY**

<b>WORSHIP SERVICE</b>	<b>YES / NO</b>
<b>DATE/TIME</b> _____	

SUNDAY, 7:45AM IS THE ONLY DAY AND TIME WE CAN PROVIDE A PASTOR AND A MUSICIAN  
FOR ALTERNATE PROGRAMS, YOU MAY HAVE TO PROVIDE YOUR OWN LEADERS AND MUSICIANS

- BASEMENT - OPEN AREA WITH PIANO AND 30 CHAIRS**
- OTHER :** \_\_\_\_\_

**SPECIAL MATERIALS OR EQUIPMENT:**

(PLEASE EXPLAIN NEED AND LOCATION)

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<b><u>ITEM</u></b>	<b><u>LOCATED</u></b>	<b><u>REQUESTED</u></b>
Pinnies - Mixed Colors	Mesh Bag	<input type="checkbox"/>
Hula Hoops - 50+	Laundry Bin	<input type="checkbox"/>
Various Balls: Volleyball, Dodgeball & Basketball	Laundry Bin	<input type="checkbox"/>
Various Balls: Volleyball, Dodgeball & Basketball	Ball Cart	<input type="checkbox"/>
Wooden Blocks With Words (2)	Plastic Milk Boxes	<input type="checkbox"/>
Miscellaneous Wooden Initiatives	Bag	<input type="checkbox"/>
Spikeball Set	Cabinet 1 Upper	<input type="checkbox"/>
Ladder Golf Balls	Cabinet 1 Upper	<input type="checkbox"/>
Bean Bags	Cabinet 1 Upper	<input type="checkbox"/>
Whiffle Balls & Bats	Cabinet 1 Upper	<input type="checkbox"/>
Pickleball & Paddles (4)	Cabinet 1 Upper	<input type="checkbox"/>
Small Orange Cones	Cabinet 1 Upper	<input type="checkbox"/>
Ring Toss	Cabinet 1 Upper	<input type="checkbox"/>
Red Go Sports (2)	Cabinet 1 Lower	<input type="checkbox"/>
NIB Pickleball Set	Cabinet 1 Lower	<input type="checkbox"/>
Wooden Dominos	Cabinet 2 Upper	<input type="checkbox"/>
Tin Can Alley Game	Cabinet 2 Upper	<input type="checkbox"/>
Large Dice	Cabinet 2 Upper	<input type="checkbox"/>
Card Games	Cabinet 2 Upper	<input type="checkbox"/>
Sphero	Cabinet 2 Upper	<input type="checkbox"/>
Giantville Wooden Blocks	Cabinet 2 Upper	<input type="checkbox"/>
Mesh Bag of Numbered Balls	Cabinet 2 Upper	<input type="checkbox"/>
2 Croquet Sets	Cabinet 2 Lower	<input type="checkbox"/>
6 Baskets	Cabinet 1 Lower	<input type="checkbox"/>
Wooden Flipkit Game	Cabinet 3 Upper	<input type="checkbox"/>
6 Tennis Rackets	Cabinet 3 Upper	<input type="checkbox"/>
Ping Pong Paddles/Sets	Cabinet 3 Upper	<input type="checkbox"/>
3 in 1 Bean Bags	Cabinet 3 Upper	<input type="checkbox"/>
Table Top Shuffleboard	Cabinet 3 Upper	<input type="checkbox"/>
Mesh Bag of Plastic Balls	Cabinet 3 Upper	<input type="checkbox"/>
Mesh Bag of Tennis Balls	Cabinet 3 Upper	<input type="checkbox"/>
Mesh Bag of 6 New Playground Balls	Cabinet 3 Upper	<input type="checkbox"/>
Assortment of Nylon Cords	Cabinet 3 Upper	<input type="checkbox"/>
Large Box of Soccer Shin Guards	Cabinet 3 Upper	<input type="checkbox"/>
Horseshoes	Cabinet 3 Lower	<input type="checkbox"/>

<b><u>ITEM</u></b>	<b><u>LOCATED</u></b>	<b><u>REQUESTED</u></b>
Frisbees (50+)	Cabinet 3 Lower	<input type="checkbox"/>
Box of Scooters	Cabinet 3 Lower	<input type="checkbox"/>
Black Waterhose	Rear Cabinet 1 Lower	<input type="checkbox"/>
Red Solo Cups	Rear Cabinet 2 Upper	<input type="checkbox"/>
Go Sport Golf Set (2)	Rear Cabinet 2 Upper	<input type="checkbox"/>
Ladder Toss	Rear Cabinet 2 Upper	<input type="checkbox"/>
Tossing Disc	Rear Cabinet 2 Upper	<input type="checkbox"/>
Flyswatters	Rear Cabinet 2 Upper	<input type="checkbox"/>
Ropes	Rear Cabinet 2 Upper	<input type="checkbox"/>
Tablegame	Rear Cabinet 2 Upper	<input type="checkbox"/>
Go Sports Washer Toss	Rear Cabinet 2 Upper	<input type="checkbox"/>
PVC Goal (2)		<input type="checkbox"/>
Kan Jam Set		<input type="checkbox"/>
Cornhole Set		<input type="checkbox"/>
Slammo Nets		<input type="checkbox"/>
Flag Football Flags	Laundry Bin	<input type="checkbox"/>
Yoga Balls (2)		<input type="checkbox"/>
Home Depot 5 Gallon Bucket w/ Cord		<input type="checkbox"/>
Softball Equipment: Bats/Balls/Bases		<input type="checkbox"/>

# MENU SELECTIONS FOR THE MASONIC CONFERENCE CENTER ELIZABETHTOWN, PA

<b>PROGRAM:</b>	_____
<b>GROUP:</b>	_____

**Snack:**

Day: \_\_\_\_\_

Date: \_\_\_\_\_ Category A: \_\_\_\_\_

Time: \_\_\_\_\_

Count: \_\_\_\_\_

**Breakfast:**

Day: \_\_\_\_\_ Category A: \_\_\_\_\_

Date: \_\_\_\_\_ Category B: \_\_\_\_\_

Time: \_\_\_\_\_ Category C: \_\_\_\_\_

Count: \_\_\_\_\_ Category D: \_\_\_\_\_

*Note: When choosing a cold breakfast option – choose only categories C & D.*

*All special dietary issues should be reported with the final counts one week prior to the program so that proper arrangements can be made to provide appropriate selections.*

**Lunch:**

Day: \_\_\_\_\_ Category A: \_\_\_\_\_

Date: \_\_\_\_\_ Category B: \_\_\_\_\_

Time: \_\_\_\_\_ Category C: \_\_\_\_\_

Count: \_\_\_\_\_ Category D: \_\_\_\_\_

Category E: \_\_\_\_\_

**Dinner:**

Day: \_\_\_\_\_ Category A: \_\_\_\_\_

Date: \_\_\_\_\_ Category B: \_\_\_\_\_

Time: \_\_\_\_\_ Category C: \_\_\_\_\_

Count: \_\_\_\_\_ Category D: \_\_\_\_\_

Category E: \_\_\_\_\_

**Snack:**

Day: \_\_\_\_\_

Date: \_\_\_\_\_ Category A: \_\_\_\_\_

Time: \_\_\_\_\_

Count: \_\_\_\_\_

**Breakfast:**

Day: \_\_\_\_\_ Category A: \_\_\_\_\_

Date: \_\_\_\_\_ Category B: \_\_\_\_\_

Time: \_\_\_\_\_ Category C: \_\_\_\_\_

Count: \_\_\_\_\_ Category D: \_\_\_\_\_

*Note: When choosing a cold breakfast option – choose only categories C & D.*

*All special dietary issues should be reported with the final counts one week prior to the program so that proper arrangements can be made to provide appropriate selections.*