

Spirit in the Desert Meeting Room Amenities

Please check under 'Need' column what you want for your meeting space and return to us as soon as possible.

NAME OF GROUP:	Date of Event		
Item Description	<i>Per day</i> Rental	Need	
<u>AUDIO/VISUAL EQUIPMENT</u>			
LCD Projector w/screen (we have 2 available)	50.00		
Screen (no projector)	20.00		
Overhead Projector w/Screen	25.00		
Slide Projector (carousel style) w/screen	25.00		
Microphone w/stand-hand held, wired (2 jacks available)	25.00		
Wireless Lapel Microphone (1 available)	50.00		
Wireless w/stand Hand-held Microphone (1 available)	50.00		
*Note: only 1 wireless microphone can be used at a time			
TV with DVD/CD built-in	30.00		
TV with VCR built-in	30.00		
CD Boom-box Player	15.00		
DVD Player only	15.00		
Flipchart with Markers	30.00		
Rolling Whiteboard with Markers-Large Chapel only	25.00		
Speaker Podium	N/C		
External speakers for Laptop	N/C		
Extension Cords	N/C		
<u>MUSICAL EQUIPMENT AVAILABLE</u>			
Acoustic Upright Piano (Lg. Chapel, Conf 1 & 2 only)	50.00		
Digital Electric Piano (full keyboard-can be moved to any conference room)	35.00		
Hymnals, Songbooks on hand *Call for titles & quantities	N/C		
Music Stands-Fully Adjustable (2 available)	N/C		
<u>ALTAR-PULPIT ITEMS</u>			
Communion Set (bring your own wine/juice, bread/wafers-we do not provide)	N/C		
Sand bowls [4] (bring your own candles please)	N/C		
10" Keri® Oil-filled (3" diam) Candles-4 available for your use	N/C		
Candlesticks: 2 lg-match the stoneware communion set, several others also available	N/C		
Stainless Steel Foot-washing Basins (2 available, please clean when finished)	N/C		
Altar Linens-we have small variety, you may bring your own-decorate as you choose	N/C		
Pastor Stoles: Red, Green, White, Purple, Multi (flared, straight, tapered, modern&traditional)	N/C		
Kneeling Cushions (we have a small variety)	N/C		
Cross (1-lg wooden, 1-sm brass, 1 x-lg scrolled wrought iron set in sand-filled bucket)	N/C		
Bibles (36 NRSV, small variety of others)	N/C		

***We try our very best to honor all reservations for rental items. To assure that you get the items you need for your meeting space, do not wait! Many groups book a year in advance and often 2 or 3 retreats can be on our campus at the same time or overlap their times. Reserve your equipment when you send back your contract! We will let you know right away if it is not available. And of course, if it is, then you are guaranteed to have it for your meeting.**

Responsible Party _____ Date Sent In _____

***Note: You are welcome to decorate your meeting space, altar & pulpit, etc.**

BUT PLEASE FOLLOW THESE HOUSE RULES:

- **NO thumbtacks or nails in walls or ceilings or trim board.**
- **NO TAPE** can be used to hang items on walls or windows or tables **UNLESS** it is: **3M™ Blue removable tape** (*no masking, scotch, duct, cloth tape-- nada-thanks*)
- **CANDLES:** you must provide drip protection for any candles you use. A fee will be charged for removing wax from our carpet (*which is darn hard to do!*)
- **DO NOT** take down any pictures or signs in any room. **ASK FOR ASSISTANCE**
- **DO NOT** attempt to move glass pulpit and altar in Large Chapel. They are heavy and could result in bodily harm (my aching back!). Also, if not moved correctly, the thick glass inserted panels can break (very costly and these were hand etched.) **ASK for ASSISTANCE** if you need to change the altar space. ***This rule is not negotiable...!***
- **DO NOT** remove Bibles, songbooks or other items from the Sacristy in the Large Chapel. **ASK FOR ASSISTANCE.** We will move these items for you. This helps us maintain the inventory and know where these items are on our campus😊!
- **ASK FOR ASSISTANCE** in adjusting any thermostats.
- **BE MINDFUL** that the Lobby in the Conference Center is a commons area, allowing others in Rooms 2 & 3 and on our campus to use restrooms and water station.
- **DO NOT** leave doors open...really, cactus wrens have an insatiable curiosity and they like humans so they fly in, leave their “mess” or sadly, fly into the glass trying to get out which results in their death; curious coyotes will walk in-this is a guest at your meeting you do not want(!), as well as lizards and other creepy crawly things, etc.

Please note: if you are bringing in your own equipment, make sure you let us know when-where-how you will be setting it up. We will assume that you have all that you need if you are bringing in your own things so if not, advise us if you need that extension cord, stand, etc. (If others are using our facilities, the items may not be available.) It's less stress for you and us, less for you and us to do on the day you arrive; and it makes for a smooth set-up for your time with us! We're here to help you with your needs-you just need to let us know what they are...*thanks!*

We sure appreciate your understanding and cooperation!