

First Presbyterian Church
Davenport, Iowa

BUILDING USE REQUEST FORM

Requester's Name:

Today's Date:

Contact Phone:

E-Mail:

Name/Type of Group/Event:

Number of Participants/Attendees:

Day of Event:

Date of Event:

Time of Event:

Time of Entry:

Time of Departure:

Total Hours Needed:

(Times are to include all set-up, rehearsal, and cleanup time)

<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px; text-align: center;">Tables</div> <input type="checkbox"/> Round Tables (seat 8) <input type="checkbox"/> Wide Rectangle Tables (seat 8) <input type="checkbox"/> Narrow Rectangle Tables (seat 5) <input type="checkbox"/> Card Tables (seat 4) <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px; text-align: center;">Chairs</div> <input type="checkbox"/> Padded Chairs <input type="checkbox"/> Stacking Chairs <input type="checkbox"/> Folding Chairs <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px; text-align: center;">Tablecloths/Napkins</div> <input type="checkbox"/> \$5.00 each regular _____ Color <input type="checkbox"/> \$8.00 each banquet size <input type="checkbox"/> Paper banquet covers; size _____ <input type="checkbox"/> Paper Dinner Napkins <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px; text-align: center;">Dishes/Cutlery/Glasses</div> <input type="checkbox"/> Wedding China & Cups <input type="checkbox"/> Ironstone & Cups _____ Needed <input type="checkbox"/> Glass Plates & Cups <input type="checkbox"/> Regular Cutlery <input type="checkbox"/> Silver Cutlery (for 50) <input type="checkbox"/> Water Glasses	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px; text-align: center;">Serving Dishes</div> <input type="checkbox"/> Silver Tea Service <input type="checkbox"/> Punch Bowl <input type="checkbox"/> Large Serving Bowls__Number <input type="checkbox"/> Serving Platters__Number <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px; text-align: center;">Beverages</div> <input type="checkbox"/> Filled Water Pitchers at tables <input type="checkbox"/> Coffee ___ Regular ___ Decaf <input type="checkbox"/> Hot Water for Tea <input type="checkbox"/> Tea Packets <input type="checkbox"/> Hot Chocolate <input type="checkbox"/> Cappuccino <input type="checkbox"/> Lemonade___at each table <input type="checkbox"/> Ice Tea ___at each table <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px; text-align: center;">Condiments</div> <input type="checkbox"/> Sugar/Regular & Unsweetened ___at each table <input type="checkbox"/> Creamer ___at each table <input type="checkbox"/> Salt & Pepper___ at each table <input type="checkbox"/> Butter___ at each table <input type="checkbox"/> Ketchup <input type="checkbox"/> Mustard <input type="checkbox"/> Mayo	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px; text-align: center; background-color: #cccccc;">ROOM REQUESTED</div> <input type="checkbox"/> Parlor <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Von Maur Hall <input type="checkbox"/> Fireplace Room <input type="checkbox"/> Chapel <input type="checkbox"/> Coir Room <input type="checkbox"/> Sanctuary <input type="checkbox"/> Donaldson Room <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px; text-align: center;">Equipment Needs</div> <input type="checkbox"/> TV <input type="checkbox"/> DVD <input type="checkbox"/> VCR <input type="checkbox"/> Slide Projector <input type="checkbox"/> Screen <input type="checkbox"/> Boom Box <input type="checkbox"/> Mics ___ Handheld ___ Clip <input type="checkbox"/> Public Address System <input type="checkbox"/> Computer for Power Point <input type="checkbox"/> Tape Recorder <input type="checkbox"/> Special Lighting <input type="checkbox"/> Podium <input type="checkbox"/> Easel & Markers <input type="checkbox"/> Dry Eraser Board & Pens	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px; text-align: center; background-color: #cccccc;">Draw Special Room Setup Here</div> <input type="checkbox"/> Buffet Setup ___ yes ___ no <input type="checkbox"/> Table Waiting Service ___ yes ___ no (provided by outside source)
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I/we agree to waive any liability responsibility, personal or property, on behalf of this group relinquishing First Presbyterian Church and the Presbytery of East Iowa, of any liability responsibility, personal or property, during this event applying for the use of church property and/or equipment.

Signature

Title

Date

Church Office Use Only:

Date Request Accepted:

By:

Staff Member Responsible:

Estimated Cost: