

FIRST PRESBYTERIAN CHURCH BUILDING USE REQUEST FORM

This form must be completed and submitted at least four weeks prior to the event.

Requester's Name:

Today's Date:

Contact Phone:

E-Mail:

Event Name:

Number of Attendees:

DATE of Event:

DAY of Event:

Time Frame of Event:

(Recurring dates? – please list in **Notes** section, below)

Entrance Time:

Departure Time:

Total Hours Needed:

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

Revised 9-13-17

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">ROOM REQUESTED</div> <input type="checkbox"/> Parlor <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Von Maur Hall <input type="checkbox"/> Fireplace Room - Room 303 <input type="checkbox"/> Chapel (no a/c) <input type="checkbox"/> Sanctuary <input type="checkbox"/> Donaldson Room (no a/c) <input type="checkbox"/> Other _____ <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">Tables</div> <input type="checkbox"/> Round Tables (seats 8) <input type="checkbox"/> Wide Rectangle Tables (seats 8) <input type="checkbox"/> Narrow Rectangle Tables (seats 5) <input type="checkbox"/> Card Tables (seats 4) <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">Chairs</div> <input type="checkbox"/> White Padded Chairs <input type="checkbox"/> Blue Stacking Chairs <input type="checkbox"/> Folding Chairs <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">Tablecloths/Napkins</div> <input type="checkbox"/> \$7.00 each round size <input type="checkbox"/> \$10.00 each banquet size <p style="color: red; font-size: small;">FPC rents tablecloths through Burke Cleaners. You may choose to rent your own tablecloths.</p> <input type="checkbox"/> Paper banquet covers <input type="checkbox"/> Regular Paper Napkins <input type="checkbox"/> Dinner Paper Napkins	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Dishes/Cutlery/Glasses</div> <input type="checkbox"/> Wedding China & Cups <input type="checkbox"/> Ironstone Plates & Cups <input type="checkbox"/> Glass Party Plates & Cups <input type="checkbox"/> Glass Water Glasses <input type="checkbox"/> Disposable Paper Plates & Cups <input type="checkbox"/> Regular Cutlery <input type="checkbox"/> Silver Cutlery <input type="checkbox"/> Plastic Cutlery <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">Serving Dishes</div> <input type="checkbox"/> Silver Tea Service <input type="checkbox"/> Punch Bowl <input type="checkbox"/> Large Serving Bowls: # _____ <input type="checkbox"/> Serving Platters: # _____ <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">Beverages</div> <input type="checkbox"/> Filled Water Pitchers <input type="checkbox"/> Coffee: Regular ___ Decaf ___ <input type="checkbox"/> Hot Water for Tea <input type="checkbox"/> Tea Packets <input type="checkbox"/> Hot Chocolate Packets <input type="checkbox"/> Lemonade <input type="checkbox"/> Ice Tea <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">Condiments</div> <input type="checkbox"/> Sugar/Regular & Sweetener <input type="checkbox"/> Creamer <input type="checkbox"/> Salt & Pepper: at each table _____ <p style="color: red; font-size: small;">(outside groups must provide own salt and pepper and any other condiments not listed above.)</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;"><i>Sanctuary</i> Multimedia Needs</div> <input type="checkbox"/> Projector <input type="checkbox"/> Screen <input type="checkbox"/> Laptop Computer <input type="checkbox"/> Wireless network access needed <input type="checkbox"/> Mics: Handheld ___ Clip ___ <input type="checkbox"/> Special Lighting <input type="checkbox"/> Use of audio requested <input type="checkbox"/> \$75.00 fee for outside groups <input type="checkbox"/> Tech Team/Diane Notified <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;"><i>Fellowship Hall</i> Multimedia Needs</div> <input type="checkbox"/> Projector <input type="checkbox"/> Screen <input type="checkbox"/> Laptop Computer <input type="checkbox"/> Wireless network access needed <input type="checkbox"/> Mics: Handheld ___ Clip ___ <input type="checkbox"/> Tech Team/Diane Notified <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">Multimedia or Miscellaneous Needs</div> <input type="checkbox"/> TV <input type="checkbox"/> DVD <input type="checkbox"/> VCR <input type="checkbox"/> Projector <input type="checkbox"/> Screen <input type="checkbox"/> Laptop Computer <input type="checkbox"/> Speakers <input type="checkbox"/> Wireless network access needed <input type="checkbox"/> Mics: Handheld ___ Clip ___ <input type="checkbox"/> Podium <input type="checkbox"/> Easel & Markers <input type="checkbox"/> Dry Eraser Board & Pens	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">DOORS TO BE OPEN FOR EVENT</div> <input type="checkbox"/> Iowa Street Entrance <input type="checkbox"/> West Alley Entrance (brick sidewalk -Handicap Accessible to CE Building) <input type="checkbox"/> Sanctuary Elevator Entrance (Handicap Accessible to Sanctuary and Fellowship Hall) <input type="checkbox"/> Sanctuary Doors (Kirkwood & Porte Cochere) <input type="checkbox"/> Other _____ <p style="text-align: center; color: gray; font-size: small;"><i>Please specify</i></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">INSURANCE (for outside groups)</div> <p>Does your group or organization have separate property and liability insurance? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">CHILDREN/YOUTH</div> <p>Does this event include children/youth under the age of 18? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, have you received and read the Child Protection Policy and agree to abide by the policy? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">Draw Special Room Setup on Back of Form, if needed</div> <input type="checkbox"/> Special Room Set Up on Back - <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> Buffet Setup - <input type="checkbox"/> yes <input type="checkbox"/> no <div style="text-align: center;">Notes</div> <p>List Recurring Event Dates Here or on Back:</p>
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By signing below, it is understood that the event will not be added to the church calendar until reviewed and approved by the Finance & Facilities Manager. Once approved, the requester will receive a confirmation phone call or email from the Admin Coordinator in the church office. For all outside groups using Sanctuary AND requiring sound, there is a \$75 fee due to the Finance office at least four weeks prior to the event.

Signature

Relationship to Church

Date

Approved _____

Copy to Office _____

Copy to Lead Custodian _____