

# FIRST PRESBYTERIAN CHURCH BUILDING USE REQUEST FORM

**This form must be completed and submitted at least THREE (3) 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 1-23-2020

<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><b>ROOM REQUESTED</b></div> <input type="checkbox"/> Parlor – set up stays – 14 people or less <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: 5px;">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 <input type="checkbox"/> Good Stainless	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><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"/> <b>\$75.00 fee for outside groups</b> <input type="checkbox"/> <i>Tech Team, Front Office, and Finance Office Notified</i>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><b>DOOR(S) TO BE USED FOR EVENT</b></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 (Porte Cochere) <p style="color: red; font-size: small;">* <b>REMINDER: All events require at least 1 ADULT greater from the event at these entrances if any attendees do not have a Secure Entry Card/FOB.</b></p>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><b>INSURANCE (for outside groups)</b></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: 5px;">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: 5px;"><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"/> <i>Tech Team/Office Notified</i>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><b>CHILDREN/YOUTH</b></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: 5px;">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: 5px;">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: 5px;">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: 5px;"><b>Draw Special Room Setup on Back of Form, if needed</b></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="border: 1px solid black; padding: 5px; margin-bottom: 5px;">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: 5px;">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;"><i>(outside groups must provide own salt and pepper and any other condiments not listed above.)</i></p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><b>Notes</b></div> <p>List Recurring Event Dates Here or on Back:</p>	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Tablecloths/Napkins</div> <input type="checkbox"/> \$7.00 each round size <input type="checkbox"/> \$10.00 each banquet size <input type="checkbox"/> <i>Finance Office Notified</i> <p style="color: red; font-size: small;"><b>FPC rents tablecloths through Burke Cleaners. You may choose to rent your own tablecloths.</b></p> <input type="checkbox"/> Paper banquet covers <input type="checkbox"/> Regular Paper Napkins			

***By signing below, it is understood that the event will not be added to the church calendar until this form has been reviewed and approved by the Facilities & Custodial Supervisor. Once approved, the requester will be notified by the Administrative Coordinator.***

***For all outside groups using the 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 \_\_\_\_\_

Approved \_\_\_\_\_

Copy to Office \_\_\_\_\_

Copy to Custodian \_\_\_\_\_