



reformation
presbyterian church

Facility Request Form for Members

Name of individual or organization making request: _____

Contact Name and Phone Number: _____ Cell #: _____

Address: _____

Email address: _____

Date(s) Requested: _____

Building(s) Requested: Kirkside Hall _____ Sanctuary _____ Both _____

Type of event: _____

Time of event: _____

Access to building at: _____ Leaving building at: _____

Event will begin at: _____

Event will end at: _____

Is Equipment Needed: YES _____ NO _____ If yes, please indicate requirements below:

- _____ Overhead Projector/Screen
- _____ Video Projector
- _____ VCR
- _____ Podium/Stage
- _____ Sound System
- _____ Portable Microphone/Speaker
- _____ Additional Microphones
- _____ Piano _____

Is Kitchen Needed: YES _____ NO _____ If yes, please indicate number of following items required:

- _____ Round Tables
- _____ Rectangular Tables
- _____ Chairs
- _____ Table Cloths
- _____ Coffee Urns/Punch Bowls
- _____ Silverware/Utensils

PLEASE NOTE: All Kitchen Items to be left as found

Responsible for set up: _____ Phone Number: _____

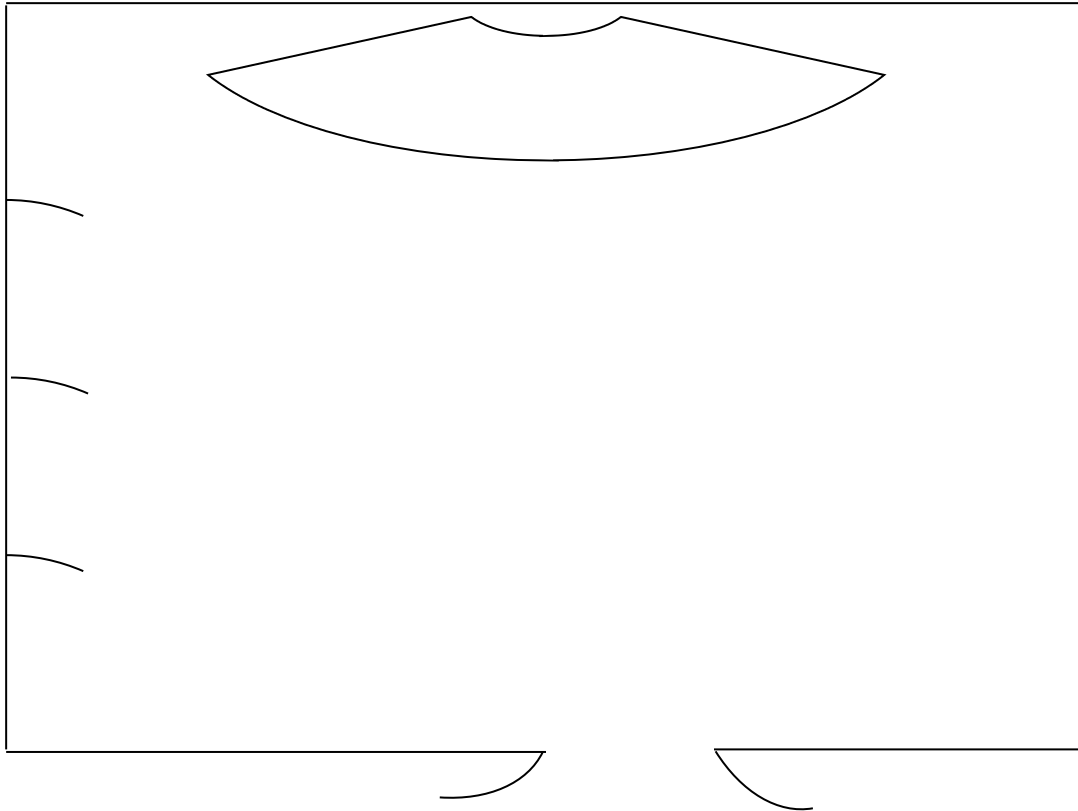
Responsible for clean up: _____ Phone Number: _____

For office use only:

Approved by: _____ Date: _____

Set up request for Kirkside Hall:

Please indicate where you would like tables/chairs to be set up.



Set up request for sanctuary:

The pulpit can only be moved off center stage to either the left or the right. The communion table, baptismal font, chairs and tables on stage, as well as the choir loft dividers can all be removed. These items may only be moved/removed under the supervision of a delegated member of RPC.

Please indicate the items that you will need removed for your event below and please circle which direction you prefer the pulpit to be placed:

- Pulpit - Move Left or Move Right
- Communion Table
- Baptismal Font
- Chairs/Tables on stage