

# National Presbyterian Church Facility Use Request for Outside Groups

Space usage opportunities for outside groups are very limited. Please complete and submit to Diane Stewart, [dstewart@nationalpres.org](mailto:dstewart@nationalpres.org). ALL space usage requests must be approved by the Facilities Director. Fees may apply. (Do not use this form for wedding requests. Please see the Weddings page on our website for guidance related to wedding requests.)

## REQUESTOR

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Sponsoring Group of Event: \_\_\_\_\_

Website and Physical Address of Sponsoring Group: \_\_\_\_\_

Is the group "For Profit" \_\_\_ "Non-Profit" \_\_\_ Charging people who attend the event? \_\_\_

Group's Contact Person: \_\_\_\_\_

Contact Person's Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Name of NPC Member/Ministry Associated with This Group and Request: \_\_\_\_\_

## RESERVATION REQUEST

Day / Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Recurrence: \_\_\_\_\_ (weekly? monthly?) End Date: \_\_\_\_\_

Room(s) Preference: \_\_\_\_\_

Estimated Attendance Number: \_\_\_\_\_ Parking Spaces Needed: \_\_\_\_\_

Site visit to preview rooms requested: \_\_\_\_\_

## SETUP REQUEST

Setup Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Room(s) Setup: \_\_\_\_\_

(Chairs in theater style, circle; work tables needed, etc. More details required if approved.)

## AUDIO VISUAL NEEDS (Support services are not guaranteed, and extra fees apply.)

AV Technician requested (Y/N) \_\_\_\_\_

Microphone: Handheld # \_\_\_\_\_ Lapel # \_\_\_\_\_ Mounted on lectern \_\_\_\_\_

TV \_\_\_\_\_ DVD \_\_\_\_\_ CD player \_\_\_\_\_

Video projector (for laptop or DVD's) \_\_\_\_\_ Type of laptop connection \_\_\_\_\_

Screen \_\_\_\_\_ Lectern \_\_\_\_\_ Flip chart and markers \_\_\_\_\_

## BEVERAGE / FOOD SERVICE (Note: Alcoholic beverages are not permitted.)

Regular Coffee \_\_\_\_\_ Decaf Coffee \_\_\_\_\_ Tea \_\_\_\_\_ Ice Water \_\_\_\_\_

Food service plans (Catered only--the church does not provide food service. Names of allowed caterers provided on request) \_\_\_\_\_

## Office Use Only

1. Outside Group's insurance coverage documentation received \_\_\_\_\_

2. Contract Signed / Date \_\_\_\_\_