



Southminster Presbyterian Church

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REQUEST FOR ROOM/EQUIPMENT

Office Use Only

Event Name _____	Event Date(s) _____		
Room(s) _____	Event Begins _____	am	am
		pm	pm
Number Attending: Adults _____	Youth _____	Set Up Time _____	am
			pm

Event Name _____

Event Date(s) _____

Rooms(s) _____ Attendees: Adults _____ Youth _____

Time Event Begins _____ Time Event Ends _____ Set Up Time _____

Group/Organization _____ Contact _____

Address/Zip _____ Home Phone _____

Work Phone _____ Cell Phone _____ Email _____

Logistics

Kitchen: yes/no Caterer: yes _____ Name _____ Phone _____

Chairs _____ Tables _____ Draw or Describe Set Up (Use back of sheet for more space)

Presentation Needs

Podium _____ Microphone(s) _____ Projector _____ Screen _____ DVD _____ Flip Chart _____ Adapter _____

Will you bring a computer? _____ Does your computer presentation include video or audio? _____

Do you need assistance setting up or using equipment? _____

Please share **Procedures For Using Southminster's Facilities** with the people attending your meetings. Following your event, the custodial staff will inspect the area your group used and will report anything out of order, missing or damaged to the Trustees who are responsible for the maintenance and care of Southminster Church.

Your group voluntarily assumes all risks and responsibility for the physical condition of the rooms you use and for any injuries or damage to persons or property that group members might sustain as a result of that participation.

By signing below, you acknowledge receipt of **Procedures for Using Southminster's Facilities** and your group agrees to accept financial responsibility for any damage to church facilities from your group's use.

Signature: _____

Date: _____

_____, is an authorized representative of
(please print your name)

(please print the name of your group)

Address: _____

Telephone: _____