



# Southminster Presbyterian Church

799 Washington Road  
Pittsburgh, PA 15228-2001  
412-343-8900 Fax: 412-343-1930  
www.spchurch.org janet@spchurch.org

Approved by: \_\_\_\_\_ Approved on: \_\_\_\_\_

## REQUEST FOR ROOM RENTAL

*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) \_\_\_\_\_

Room(s) \_\_\_\_\_ Attendees: Adults \_\_\_\_\_ Youth \_\_\_\_\_

Time Event Begins \_\_\_\_\_ Time Event Ends \_\_\_\_\_ Set Up Time \_\_\_\_\_

Group/Organization \_\_\_\_\_ Contact Person \_\_\_\_\_

Address/Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Chairs \_\_\_\_\_ Tables \_\_\_\_\_ Draw or Describe Set Up (use a separate sheet if necessary)

**Presentation Needs**

Outside Groups: The church is able to provide projection screens in a limited number of spaces in the building. The church is not able to provide electronic technology such as laptops, connections/adapters, projectors, etc. for your presentation needs. Those items and their operation are the responsibility of the person(s) or group(s) using the rental space.

Church Groups: Please consult the church office prior to your event of your presentation needs to be sure a staff member is available to provide the proper technology set-up.

Podium \_\_\_\_\_ Microphone(s) \_\_\_\_\_ Projector \_\_\_\_\_ Screen \_\_\_\_\_ DVD \_\_\_\_\_ Flip Chart \_\_\_\_\_

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

Please share **Procedures For Using Southminster’s Facilities (available on the ABOUT US tab at www.spchurch.org)** 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 (available on the ABOUT US tab at www.spchurch.org)** 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: \_\_\_\_\_