



Southminster Presbyterian Church

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

Approved by _____ Date _____

REQUEST FOR ROOM RENTAL

Event Name _____

Event Date(s) _____

Room(s) _____

Attendees: Adults _____ Youth _____ Children _____

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

Group/Organization _____

Contact Person _____

Address/Zip _____

Best 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 regarding 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 Church Operations Committee which is 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: _____