



# Southminster Presbyterian Church

799 Washington Road • Pittsburgh, PA 15228-2001

Phone: 412-343-8900

[www.spchurch.org](http://www.spchurch.org)

[info@spchurch.org](mailto:info@spchurch.org)

Rev. 04-25-22

Approved by \_\_\_\_\_ Date \_\_\_\_\_

## 2022 COVID GUIDELINES:

- All visitors are requested to wear a mask inside the church building.
- New groups are limited to 30 persons maximum.
- Please stay in your assigned area of the church and use the nearest restrooms.

## 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: \_\_\_\_\_