

Today's Date _____

For office use:
Form received:
Copied for custodian:

Room Use Request for events on the church master calendar

Please put this form in the Receptionist Office in *the burgundy tray* at least **f days before** your event (or by Tuesday for Sunday), so that the church staff can serve you better. Thank you!

Event: _____ Contact Person: _____

Phone Number: _____ E-mail address: _____

If this is a recurring event, you may schedule a maximum of 6 months in advance

Day/Date(s): _____ (e.g., Monday, Jan. 1)

Is this event: ___ one time ___ weekly ___ monthly

If it is weekly, what day: _____ (e.g. Monday)

If it is monthly, what day & week: _____ (e.g. first Thursday)

If weekly or monthly: Starting Date: _____

Ending Date: _____

If you will be taking time off (e.g. for school holidays), please attach a schedule.

Time event will begin: _____ end: _____

Do you need set up prior to the event? ___ Yes ___ No

If yes, time & date set up needed: _____

Number of people expected to attend: _____

I (or someone in my group) have a key to the building: Yes ___ No ___

Name of person locking up: _____ Phone Number: _____

(If you will be the last group to use the building for the day, please get a copy of the Security Checklist from Donna Kopan no later than 11:00a.m. on Friday. Thank you!)

Room(s) Requesting to Use:

- | | | |
|--|-----------------------|---------------------|
| ___ Sanctuary | ___ Fellowship Hall | ___ Gathering Place |
| ___ Chapel | ___ Lower Kitchen | ___ Upper Kitchen |
| ___ Conference Rm. | ___ Small Meeting Rm. | ___ Lobby |
| ___ Nursery | | |
| ___ Sunday School Room(s): specify which _____ | | |
| ___ Other: _____ | | |

First Presbyterian Church of Waunakee, Inc.

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Room set-up needs, if required:

Please indicate **number** of tables & chairs, and **location** for other items as needed:

- Round tables (seat 6-8)
- Rectangular tables (seat 6-8)
- Chairs
- Easel/whiteboard
- Portable sound system
- VCR/DVD/TV Specify: _____
- Overhead projector/screen
- Adjust Thermostat _____
- Other: _____

Table in Connection Center:

- South Table
- North Table

Other set-up requests or other information you want us to know:

(Please feel free to draw a picture in the space provided.)