

FIRST CENTRAL PRESBYTERIAN CHURCH
Facility/equipment Request and Reservation Form
Adopted by the Property Committee May 22, 2005
Endorsed by the Session May 24, 2005

This is a two-page form. Please complete and return the entire form to the church secretary. Please allow enough time for processing and set up.

Name _____ Phone No. _____

Today's Date _____

Name of group _____

Purpose of event (i.e. coffee, luncheon, meeting) _____

Date of event _____ Time of event _____

For events located at the church, complete this section:

Date and time needed to decorate _____

Area of church needed for your event (i.e. Fellowship Hall, classrooms, Austin Youth Center, etc.)

Number of participants expected _____

Number of chairs needed _____

Number of tables needed _____

Will food be served? _____ Beverages? _____

Description of set-up (draw floor plan on back if necessary) _____

Other equipment requested (circle items needed and indicate how many)

Microphone _____ Extension cord(s) _____

Video equipment _____ Other _____

Paper goods needed: (indicate quantity and type, i.e. glass or disposable)

Table covering (paper or cloth) _____

Plates and/or napkins _____

Knives, forks, spoons _____

Cups (coffee, tea, water) _____

Any requests requiring the purchase of special or colored table paper or cloths, plates or napkins, must be purchased by the committee or person making the request.

Other important information: _____

For events located away from the church, complete this section:

The church does not loan any equipment (including tables and chairs) for non-FCPC events. Tables, chairs, and, if appropriate, other equipment may be used for church events located off the premises. A staff member must be present when the tables, chairs, and equipment are picked up and when they are returned. Use of equipment other than tables and chairs for events located off premises requires special approval from the Property Committee (see the next section).

Location of the event _____

Number of tables needed _____ Number of chairs _____

Date and time of pickup _____

Date and time of return _____

Complete this additional section if other equipment is to be borrowed. Please allow plenty of time for processing. This additional section requires the signature of the Property Committee Chairperson:

List the equipment needed (use back if necessary): _____

Approved by Property Committee:

Signature of Property Chairperson _____ Date _____

For church use only:

Signature of person completing work _____

Date _____ Time completed _____

Time expended to complete work _____

For off-church premises events:

The number of tables borrowed _____ Number of chairs borrowed _____

Items were returned on time as stated and in the same condition (yes/no) _____