



PEOPLES
CONGREGATIONAL
United Church of Christ

MEMBER CHURCH EVENT FACILITY USE REQUEST FORM

General Information:	
Name of Requestor: <input style="width: 90%;" type="text"/>	Date Submitted: <input style="width: 90%;" type="text"/>
Telephone No. Day: <input style="width: 90%;" type="text"/>	Telephone No. Evening: <input style="width: 90%;" type="text"/>
Address: <input style="width: 95%;" type="text"/>	
Email Address: <input style="width: 95%;" type="text"/>	
Name of Church Organization: <input style="width: 95%;" type="text"/>	
Type of Event: Banquet <input type="checkbox"/> Meeting <input type="checkbox"/> Reception <input type="checkbox"/> Wedding <input type="checkbox"/> Fundraiser <input type="checkbox"/> Funerals <input type="checkbox"/>	
# Of Guests: <input style="width: 80%;" type="text"/>	Date of Event: <input style="width: 80%;" type="text"/>
Event Start Time: <input style="width: 80%;" type="text"/>	Event Ending Time: <input style="width: 80%;" type="text"/>
Space Request/Capacity/Fee:	
Atrium (25-40 w/tables) <input type="checkbox"/> Bridal Suite (3-4) <input type="checkbox"/> Chapel (75) <input type="checkbox"/> Classroom (Rooms 203, 205, and 206) (25) <input type="checkbox"/> Corbin Lounge: (30) <input type="checkbox"/>	
Fellowship Hall (350 w/tables & 450 wo/tables) <input type="checkbox"/> Gallery (25-30) <input type="checkbox"/> Kitchen (15) <input type="checkbox"/>	
Library: (25-30) <input type="checkbox"/> Parking Lot (75) <input type="checkbox"/> Plaza (30-40) <input type="checkbox"/> Quiet Room (10) <input type="checkbox"/> Reaffirmation Garden (25-30) <input type="checkbox"/> Sanctuary (600) <input type="checkbox"/>	
Facility Rental w/ Security Officer (100 and under)= 1 Officer \$200 <input type="checkbox"/> (100+)= 2 Officers \$400 <input type="checkbox"/>	
Room Information and Setup-Type:	
Sound System & Technician \$75/hour <input type="checkbox"/> Microphone \$50/each <input type="checkbox"/> How many will you need? <input style="width: 100px;" type="text"/>	
LCD Monitor-Laptop-Live Stream \$200 <input type="checkbox"/> Musician(s) <input type="checkbox"/> (Fees will be discussed during the planning meeting.)	
(13) Round Tables # <input style="width: 50px;" type="text"/> (6) Rectangle Tables # <input style="width: 50px;" type="text"/> (170) Chairs # <input style="width: 50px;" type="text"/>	
Set-up Type: Banquet <input type="checkbox"/> Auditorium <input type="checkbox"/> Clear Space <input type="checkbox"/> T-Shape <input type="checkbox"/>	
Other: <input style="width: 95%;" type="text"/>	
Requestor Signature: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>
Operations Specialist: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>