

ROOM RESERVATION REQUEST



First Presbyterian Church

OFFICE USE ONLY

Ofc. Coord. _____

Plant Super. _____

Calendar _____

701 Beach Drive NE ♦ St. Petersburg, FL 33701-2618 ♦ 727-822-2031 ♦ Fax 727-894-2971 ♦ office@fpc-stpete.org ♦ www.fpc-stpete.org

Today's date

Day(s) and Date(s) of Event (*For ON-GOING EVENTS, please specify, "Sundays through May," "3rd Tuesdays," etc., or list actual dates.*)

Name of event

Time event begins

Time event ends

Contact name

Setup Time

Teardown Time

Est. attendance

Contact phone/e-mail

Facility/room(s)/church bus requested

Staff member or committee responsible

Staff or maintenance personnel required before, during or after event (please specify when)

Billing address (If applicable)

Parking lot(s), if any required for this event

SPECIAL REQUIREMENTS:

NURSERY If your event requires child care, please check box at left. You must also contact Child Care Ministry: 727-828-3971 or e-mail childcare@fpc-stpete.org.

MEAL If you plan to serve a meal during your event, please check box at left.
*IMPORTANT: County license regulation require that the church kitchen be thoroughly cleaned after each use. The Day School license is **dependent** upon this. Remove ALL food and trash. Make sure that all tableware, cooking utensils, appliances, and counter surfaces are clean, and that everything is put away before leaving event. All food stored ahead of time for use **MUST** be labeled with name & date of event or it will be thrown out.*

Chairs (qty): _____ Tables (qty): _____

AUDIO/VISUAL EQUIPMENT: (*Please check all that apply*)"

Microphones

Sound System

DVD/TV

PowerPoint Setup

Screen

Dry Erase Board

Other _____

Special Requirements (*Please list*): _____

Please draw a floor/seating plan on separate sheet of paper, if necessary, and attach an e-mail scan with this submission, or save and print this completed form, draw plan on back and send or deliver to the church office.

If any changes are made to your event after submitting this form, please contact the church office ASAP.

RESET FORM

SAVE FORM

SUBMIT TO CHURCH OFFICE