

First Presbyterian Church Marietta
Facilities Usage / Set-up Request Form

--- Please Submit 72 hours in Advance ---

Date Submitted: _____ Submitted by: _____ Phone: _____

Time: _____ AM PM Please Print Your Name Legibly Email: _____

- Please Check All That Apply: Outside Caterer to be used***
- | | |
|---|--|
| <input type="checkbox"/> New Request/Addition to Master Calendar | <input type="checkbox"/> Food Service [Contact Food Service Ministry Manager] |
| <input type="checkbox"/> Deletion/Cancellation | <input type="checkbox"/> Facilities Usage |
| <input type="checkbox"/> Change to Previous Request | <input type="checkbox"/> Banner/Sign [Communication Tracking Form Required] |
| <input type="checkbox"/> Room/AREA Set-up | <input type="checkbox"/> AV/TECH Set-Up [AV Tech Form Required] |

Name of this Event/Set-up/Request: _____

Date(s) of this Event: _____ Day of the Week: _____ Number of People Expected: _____

Time **Time**
Event will BEGIN: _____ A M P M **Event will END:** _____ A M P M

Specify Rooms(s)/Area to Be Used: Holland Hall Classroom(s) room # _____
 Sanctuary Great Hall Track 25 Youth Room

Please Check All that Apply [PLS. NOTE: *after hrs. ** & weekend activities will require overtime labor/security charges*]:

One Time Event On-going Event (pls. specify): _____

Resources Needed:

Chairs: How Many? _____ Tables: How Many? 8' rectangle _____ Round _____
 Table Cloths? Podium Trash Can(s) Easel/Flip Chart Other (not listed) _____

Pls. Use this Space to Detail/DRAW/Diagram Your Activity/Room Request/Set-up (or attach/e-mail additional page(s) if clarification/information is needed*):

Setup to be completed by: Date: _____ **Time:** _____

Admin Notes:

*** requires valid
Worker's Comp
Insurance

*Any additional resources needed that are not listed Above?

** Regular Church Office Hours – 8:30 AM until 5:30 PM, M-F