



FACILITIES USE REQUEST FORM

<<For Office Use Only>>

_____ Date Received _____ Date Acknowledged Entered on Schedule
 Approved Under Review Not Approved

Complete and return to the church office or email to receptionist@palmaceia.org

Event Type (select one): Admin Adult Ed Children's Ed Choir/Music Fellowship/Seasonal
 Rec/Sports/Camps Youth Ministry Worship PW PC Preschool Community

Event Name & Description: _____

Event Date(s): _____ **Event Time*:** Start _____ End _____

Set Up (minutes): _____ **Clean Up** _____ *total reserved time = set up + event + clean up

Is this a repeating event? Yes No **Repeats:** Daily Weekly Monthly

Repeats on: Day of the week _____ **END Repeat Date:** _____

Publish Event to PCPC Website Calendar: Yes No (Admin events will not be published)

Promote Event on PCPC Website: Yes No (Only after request is approved)

Event Requested By: _____

Phone: _____ **Email:** _____

PCPC Staff/Ministry Contact: _____

Room(s)/Resources(s) Requested:

Building: Eastminster (EM) Covenant Hall (CH) Westminster (WM) Outside

Room Number(s): _____

ROOM SET-UP: (Draw sketch on back, if needed)

OPEN LECTURE (chairs only) How Many? _____

TRAINING (tables w/chairs on one side) How many? _____

CONFERENCE (tables & chairs) How Many, What Shape? _____

MULTI-CONFERENCE (several small table clusters) How Many, What Shape? _____

(OVER)



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RESOURCES/EQUIPMENT NEEDED:

- LCD Projector Portable Screen TV/DVD Sound System
 Microphone Extension Cord(s) Flip Chart/Easel
 Bus Other _____

FOOD SERVICE (Church Groups Only)

- Water Coffee Iced Tea Soft Drinks
 Sandwiches Chips Fruit Cookies
 Other _____

Non-Church Groups

Please review the PCPC Facility Use Agreement for rules, regulations and pricing.

Insurance Carrier _____

Policy # _____ Phone # _____

SKETCH AREA*

****We will try to accommodate as able***