

FACILITIES USE REQUEST FORM

Dardenne Presbyterian Church

Confirmation No: _____
Custodian: _____
A/V: _____
Requestor Notified: _____

Event Title: _____

Organization: _____

Date of One-Time Event: _____
(Day of week/month/date/year)

Date of Recurring Event: _____
(If applicable you may put something like "3rd Wed." of month on the line above.)

or
Dates: _____

_____ (Please include day of week/month/date/year)

Date Submitted: _____ Time Submitted: _____ Member: Non-Member:

Event Description/Purpose: _____

Event Start Time: _____ AM or PM Event End Time: _____ AM or PM
(Circle One) (Circle One)

Arrival Time for Set-up: _____ Time when clean-up is complete: _____

Contact Person: _____ Home Phone: _____

Cell Phone: _____ E-Mail: _____

Mail Address: _____
(Number and Street) (City) (State) (Zip Code)

Estimated # of Adults Attending Event: _____ Estimated # of Youth Attending Event: _____

Room(s) Requested:

- | | |
|--|--|
| <input type="checkbox"/> Gym (Christian Life Center) | <input type="checkbox"/> Stage (Off Limits to Unauthorized People) |
| <input type="checkbox"/> Kitchen off C.L.C. | <input type="checkbox"/> Myers Conference Room |
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Watson Hall |
| <input type="checkbox"/> Class Room Location: _____ | <input type="checkbox"/> Other: _____ |

For more information concerning scheduling and reservations, please contact:

Dardenne Presbyterian Church Schedule Administrator

7400 South Outer 364

Dardenne Prairie, MO 63368

Phone: 636-561-4347 Ext. 227 Fax: 636-625-2988 or e-mail: scheduler@dpc4u.org

(If this event is not a fund raiser and you are a member or ministry of DPC and you are completing this form more than one month prior to your event and do not know what your table, chair, AV needs are you may enter a date no less than one month prior to your event and the scheduler will contact you for your table, chair, AV needs.) I will know my table, chair, AV needs by _____ (Date)

Please complete the information below:

of Chairs Required: _____ # of 60" Round Table Required: _____ (Six people set comfortably)
Available (Chairs: CLC – 491; Watson Hall – 88) (Tables: CLC – 48; Watson Hall – 8)

of 4' Long Tables Required _____ # of 6' Long Tables Required: _____ # of 8' Long Tables Required: _____
Available (CLC – 5; Watson Hall – 1) (CLC – 9; Watson Hall – 7) (CLC – 4; Watson Hall – 3)

of Round Table Cloths Required: _____⁽¹⁾ # of 6' Long Table Cloths Required: _____⁽¹⁾

of 8' Long Table Cloths Required: _____⁽¹⁾

⁽¹⁾All groups will be charged \$15.00 each for rental and laundering.

AV Requirements: *(check needs)*

_____ Podium _____ Portable Sound System *(for use in Watson Hall and Rock Church)*

_____ # of Handheld Wireless mics _____ # of Corded mics _____ # of Lapel mics

Circle format of media you plan to use: CD DVD Power Point ⁽²⁾

Circle Video File Format to be used: MOV WMU AVI JPEG ⁽²⁾

_____ Overhead Projector Identify screen requirements in CLC: Center Screen Side Screens

⁽²⁾ Contact the AV Mgr no later than three weeks prior to the event! DPC organizations are responsible to have a member trained to operate AV equipment. An AV service fee is required for Non-Member groups.

Kitchen Requirements: *No usage fees are required for the following items: ice _____, refrigerator _____, warming table _____, oven/stove _____, coffee urns _____, convection ovens _____, dishwasher _____*

(If kitchen is used the Kitchen Coordinator or Certified Kitchen Supervisor must be in attendance.)

Please use the space below to complete a set-up diagram for all tables, chairs and other needs.

Custodian Comments: _____

AV Comments: _____

(Custodian and AV personnel to add additional sheet if required.)