

FPC BUILDING REQUEST FORM

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For Office Use Only
Date completed Form _____
Received _____

KH _____
SW _____
PS _____
A _____ D _____
Quote Accepted _____

DATE(S) REQUESTED _____

ORGANIZATION NAME _____

CONTACT PERSON(S) _____

CONTACT ADDRESS _____

CONTACT PHONE _____

CONTACT EMAIL _____

TYPE OF EVENT _____

CHURCH RELATED _____ yes _____ no

NUMBER OF PERSONS ATTENDING _____

WILL ADMISSION BE CHARGED? _____ yes _____ no **If yes, how much ?** _____

Proceeds will be used for _____

SUPERVISED BY (CHAPERONES' NAMES) _____

EVENT TIME (S) _____ (please enter the ACTUAL begin & end time of event)

TIME OF RESERVATION _____ (begin and end time you would like the room reserved)

LOCATION REQUESTED (If known, please circle below)

Grace Hall Fall Out Shelter Parlor Sanctuary Chapel Library Classroom

If Grace Hall
_____ Stage _____ Kitchen _____ Bathroom/Showers _____ Audio/Visual

If Fall Out Shelter
_____ Stage _____ Kitchen _____ Game Area _____ Audio/Visual

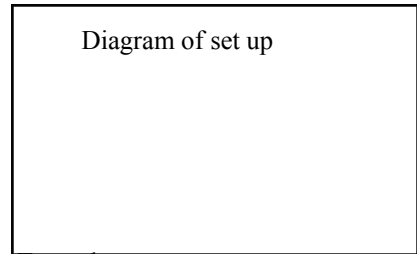
FOOD SERVICE REQUESTED

_____ Breakfast _____ Lunch _____ Supper _____ Potluck _____ Catered _____ Snacks _____ Beverage only

SET UP REQUESTED

_____ # Tables _____ # of Chairs _____ Podium _____

Other _____



AUDIO/VISUAL REQUESTED (check all that apply)

_____ Multimedia Projector _____ Computer _____ TV _____ DVD _____ VCR _____ CD player _____ Tape player
_____ Sound/lighting system _____ Microphone(s) _____ How many? _____ Podium _____ Overhead projector _____ Overhead screen
_____ Chart stand _____ Piano _____ Extension cords _____ How many? _____ Other: _____

IMPORTANT: PLEASE NOTE THAT ALL AUDIO/VISUAL USE IS UNDER THE DIRECTION AND DISCRETION OF THE AUDIO/VISUAL DIRECTOR OF FIRST PRESBYTERIAN CHURCH, LONGVIEW.
A Fee will be charged for a Sound Booth operator to be hired.

CUSTODIAL SERVICES NEEDED _____ yes _____ no **Explain** _____
(if Custodial is needed a fee will be charged accordingly)

I have read and understand the building use policy on the reverse side of this form. (to be added—not available at this printing rev 11 5 10)

Signature

Date