



FIRST PRESBYTERIAN MARIETTA

Facilities Request Form

--- Please Submit 72 hours in Advance (excluding Saturday and Sunday) ---

Date Submitted: _____ Submitted by: _____ Phone: _____

Time: _____ Please Print Your Name Legibly Email: _____

Please Check All That Apply:

- | | |
|---|--|
| <input type="checkbox"/> New Request/Addition to Church Calendar | <input type="checkbox"/> Food Service [Contact Food Ministry Manager] |
| <input type="checkbox"/> Deletion/Cancellation | <input type="checkbox"/> Facilities Usage |
| <input type="checkbox"/> Change to Previous Request | <input type="checkbox"/> Publicity Request [Contact Director of Communications] |
| <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): _____
- Chairs: How Many? _____ Tables: How Many? 8' rectangle _____ Round _____ Tablecloths
- Podium Trash Can(s) Easel/Flip Chart Other (not listed) _____

Pls. Use this space to detail your Request/Set-Up (or attach/email additional page(s) if needed):

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