

# FIRST PRESBYTERIAN CHURCH OF EVANSTON

## ROOM RESERVATION REQUEST

**Date of Application:** \_\_\_/\_\_\_/\_\_\_\_\_

**Approved/Entered on Facility Scheduler:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**NO RESERVATION OR EQUIPMENT WILL BE CONFIRMED UNTIL APPROVED.**

<b>EVENT DATE(S):</b> _____ to _____	<b>SET-UP TIME:</b> _____ to _____	<b>EVENT TIME:</b> _____ to _____
<b>DAY(S) OF WEEK:</b> _____		
<b>ROOMS:</b> _____	<b># OF ADULTS:</b> _____	<b># OF CHILDREN:</b> _____
<b>FUNCTION / EVENT:</b> _____		
<b>SPONSORING MINISTRY:</b> _____	<b>STAFF CONTACT:</b> _____	
<b>CONTACT PERSON:</b> _____	<b>HOME PHONE:</b> _____	<b>WORK:</b> _____
<b>ADDRESS:</b> _____		<b>EMAIL:</b> _____
<b>For the Sanctuary and Chapel:</b> <ul style="list-style-type: none"> <li>The sound system includes pulpit mic, lecturn mic, one handheld wireless mic, one wireless headset mic.</li> <li>Any additional audio, video or tech requirements need to be arranged with FPCE no less than one week in advance.</li> </ul>		
<b>For all other rooms, please indicate audio visual equipment needed:</b> _ Screen _ Projector _ Microphone _ Podium _ Other *(use the space below to request any additional equipment or set-up needs).		
<b>If kitchen will be used, please indicate usage/set-up in the section below* When using kitchen supplies (i.e. linens, etc.) or equipment, they must be returned in their original state.</b>		
<b>*SPECIAL TABLE/CHAIR/AUDIO-VISUAL/KITCHEN SET-UP NEEDED</b> (attach additional sheet if needed):    		
<b>RELEASE AND INDEMNIFICATION:</b> The undersigned hereby releases and agrees to indemnify and hold harmless First Presbyterian Church and Society of Evanston ("the Church") and its agents, representatives, officers and employees from and against any and all claims, damages, losses and expenses arising out of, resulting from or relating to the use by the undersigned and its agents, representatives, employees, members, guests or invitees, of the building, grounds and/or facilities of the Church, including financial responsibility for any such claims, damages, losses and expenses of the Church, including but not limited to, damage or loss to the Church, its equipments or facilities.		
<b>Requested by:</b>	<b>Signature:</b>	
CHURCH USE Approved: _____	FEES: Room use: \$ _____	
Room(s) assigned: _____	Custodial Charge: \$ _____	
Extra Custodian Needed? _____	Total: \$ _____	
Person assigned: _____	PAYMENTS: Deposit: \$ _____	Date: _____
Hours assigned: _____	Balance: \$ _____	Date: _____
	ACCOUNT #: _____	Date: _____