



# Request for Use of Facilities

Submit to Patricia Hirvonen  
Administrative Assistant to the Rector

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Additional Dates: \_\_\_\_\_  
Month Date Day of the Week Year  
\_\_\_\_\_ Weekly \_\_\_\_\_ Monthly

Event START Time: \_\_\_\_\_ AM/PM Event END Time \_\_\_\_\_ AM/PM

Set-up START Time (if applicable): \_\_\_\_\_ AM/PM Set-up END Time: \_\_\_\_\_ Attendance Expected: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

## ROOM SELECTION

### Church

Theater Style (seats 700)

### Saint Dunstan's Chapel

Theater Style (seats 75)

### Guild Hall

As is (fits 250 standing)  
 Theater Style (seats 100)

### Conference Room

Boardroom (seats 15)

### Hospitality Center

As is (fits 300 standing)  
 Dining Style (seats 120)  
 Instructional Style (seats 150)  
 Theater Style (seats 200)

### Kitchen (Floor 2)

As is (Food prep only)

### Kitchenette (Floor 4)

As is (Food prep only)

### Rooms 102-103

Dining Style (seats 25)  
 Instructional Style (seats 18)  
 Boardroom Style (seats 20)  
 Theater Style (seats 25)

### Library

As is (seats 15)

### Parlor

Boardroom Style (seats 12)

### Rooms 201/202

Dining Style (seats 40)  
 Instructional Style (seats 24)  
 Boardroom Style (seats 34)  
 Theater Style (seats 40)

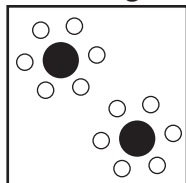
### Parking Lot

Main Lot (up to 188 cars)  
 Additional Handicapped  
(Number needed: \_\_\_\_\_)

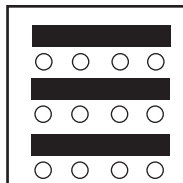
Other (please specify):  
\_\_\_\_\_

## ROOM SET-UP EXAMPLES

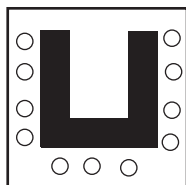
Dining



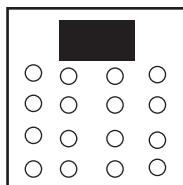
Instructional



Boardroom



Theater



### Please Note

If the set-up you desire is not shown above, draw the set-up on the back of this sheet. Also, groups must provide their own tablecloths.

## SPECIAL EQUIPMENT

- Podium  Bibles  Prayer Books
- Easel and Dry Erase Board/Flipcharts
- Audio System/Microphones
- Slide Projector/Screens
- Power Point Projector
- TV/VCR/DVD
- Other (please specify)  
\_\_\_\_\_

## COMMENTS/SPECIAL NEEDS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## FOR OFFICE USE ONLY

Fee: \_\_\_\_\_

Security Deposit (50%) \_\_\_\_\_

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

### APPROVALS

Parish Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Rector: \_\_\_\_\_ Date: \_\_\_\_\_