

**NORTHWEST PRESBYTERIAN CHURCH FACILITIES MANAGEMENT POLICY  
Room Reservation and Set-Up Request**

**Northwest Presbyterian Church  
Reservation Request**

Name of Organization/Ministry: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Ph. # \_\_\_\_\_ Email: \_\_\_\_\_

Description of event or program: \_\_\_\_\_

\_\_\_\_\_ Is your event/program recurring?  Yes  No

**If not recurring, complete this portion:**

Date of Event: \_\_\_\_\_ Set Up Start Time \_\_\_\_\_ Building Vacated Time \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

**If your event is recurring, complete this portion:**

Date your event begins: \_\_\_\_\_

Day of the week/dates: \_\_\_\_\_

Set Up Start Time: \_\_\_\_\_ Time Building to Be Vacated: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Which room(s) are you requesting? \_\_\_\_\_

Will you be serving any food?  Yes  No Explain: \_\_\_\_\_

Will you need audio or visual support?  Yes  No If yes, explain specific needs on back of this form.

**I understand and agree to the following:**

- The ministry and programs of Northwest Presbyterian Church take precedence in building use. Within NPC ministries, reservations are made on a first-come basis.
- The space—including storage areas—must be returned to a safe and orderly condition as specified in Building Use Policy (generally as it was found) unless instructed otherwise.
- My group and I (on behalf of that group) accept responsibility for opening the building and locking it after our use (even when others remain in the building at the conclusion of our event)
- We accept responsibly for the safety and security of persons and property while we are using the building.
- People and property will be shown respect while we are using the building.
- Our group is responsible for making financial restitution for damages to the building that result from our use of the building and its equipment.
- All people connected with our group and the people who use the building during our event will follow all rules defined in the Building Use Policy.

Costs of event to be paid to NPC \$ \_\_\_\_\_ Request fee waiver due to: \_\_\_\_\_

Costs covered include: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***If your organization is not an established ministry of Northwest Presbyterian Church, please complete a "Church Use and Hold Harmless Agreement" in addition to this request.  
Return completed forms to the Church Administrator.***

**NORTHWEST PRESBYTERIAN CHURCH FACILITIES MANAGEMENT POLICY  
Room Reservation and Set-Up Request**

**Northwest Presbyterian Church  
Room Setup Request**

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Room(s) Requested and Illustrated: \_\_\_\_\_

Standing Request: \_\_\_\_\_ If yes: Every \_\_\_\_\_ Until \_\_\_\_\_

How many people do you expect at your event(s) \_\_\_\_\_

Will you be including minor children in this event?  Yes  No

If you will have minor children at the event, have you verified that all adults working with this event have passed a background check within the past two years?  Yes  No

**DIAGRAM OF ROOM SETUP**

*(Please draw a simple diagram showing location and number of chairs, tables, other special equipment needs)*

**OTHER SPECIAL EQUIPMENT AND SUPPORT NEEDS**

- |   |   |
|---|---|
| <input type="checkbox"/> White Board        | <input type="checkbox"/> Extension Cord           |
| <input type="checkbox"/> Easel              | <input type="checkbox"/> AV Equipment and Support |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Other _____              |
| <input type="checkbox"/> Chalkboard         | <input type="checkbox"/> Other _____              |

**FOR OFFICE USE ONLY**

- Approved and Scheduled      Assigned to: \_\_\_\_\_
- Not Approved      Reason(s) \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_

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