

**Sandia Presbyterian Church**  
**Request for Facility Use**

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

Date Request Submitted: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Requested By: \_\_\_\_\_

Desired Date(s): From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Day of Week: \_\_\_\_\_

Setup Start Time: \_\_\_\_ : \_\_\_\_ am / pm Event End Time: \_\_\_\_ : \_\_\_\_ am / pm

Event Start Time: \_\_\_\_ : \_\_\_\_ am / pm Cleanup End Time: \_\_\_\_ : \_\_\_\_ am / pm

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

2<sup>nd</sup> Choice Room(s): \_\_\_\_\_

Room Setup Needs: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_ Kitchen Access? Yes: \_\_\_\_ No: \_\_\_\_

Sound Tech? Yes: \_\_\_\_ No: \_\_\_\_

Equipment Needed: \_\_\_\_\_

Event Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_

Staff Involved: \_\_\_\_\_

Publicity: Newsletter? Yes: \_\_\_\_ No: \_\_\_\_

Website? Yes: \_\_\_\_ No: \_\_\_\_

Sign-Up Sheets? Yes: \_\_\_\_ No: \_\_\_\_

Website Sign-Up? Yes: \_\_\_\_ No: \_\_\_\_

Monthly Calendar? Yes: \_\_\_\_ No: \_\_\_\_

Event Information for Publicity:

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Fee: \$ \_\_\_\_\_ Deposit Received: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

Room(s) Assigned: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Approved By: \_\_\_\_\_