

Valley Community Presbyterian Church

8060 SW Brentwood Portland, OR 97225
(503) 292-3537 Fax (503) 292-4272

SCHEDULING AND ROOM REQUEST

(Unless otherwise specified reservations for all recurring events will end June 30.)

Your Name: _____ **Your Phone#:** _____

Name of Event: _____

Commission or Group: _____ **Contact Person** _____

Phone #: (Day) _____ (Evening) _____ **Email:** _____

Day of Event (M T W TH F S SU) _____ **Date of Event** _____

Actual Starting time _____ AM PM **Ending time** _____ AM PM

Set Up Date & Time? _____ **Take Down Date & Time?** _____

Estimated Attendance _____

Recurring Event? Once a week Every other week Once a month

For Recurring Events: First date _____ Last date: _____

Room(s) Requested:

- | | | |
|---|--|--|
| <input type="checkbox"/> Armitage Hall | <input type="checkbox"/> Lower Conference Room | <input type="checkbox"/> Room 16 |
| <input type="checkbox"/> Conference Room | <input type="checkbox"/> Lower Parking Lot | <input type="checkbox"/> Room 17 |
| <input type="checkbox"/> Davis Hall (gym) | <input type="checkbox"/> Nolin Hall | <input type="checkbox"/> Sanctuary |
| <input type="checkbox"/> Fireside Room | <input type="checkbox"/> Room 14 | <input type="checkbox"/> Upper Parking Lot |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Room 15 | <input type="checkbox"/> Youth House |

*****Your group is expected to assist with set-up and take-down of chairs and tables*****

Please see room diagram form on page 3 for instructions.

Notify the church office immediately for a cancellation. Two (2) business days required for scheduling changes.

The church building will be locked after 3:00 pm Monday-Thursday, and 1:00 pm Friday. Contact the church office if you are in need of access for after hour functions.

A \$25 processing fee will be charged for a room request.

All user groups are expected to provide for their own special set-up and take-down needs.

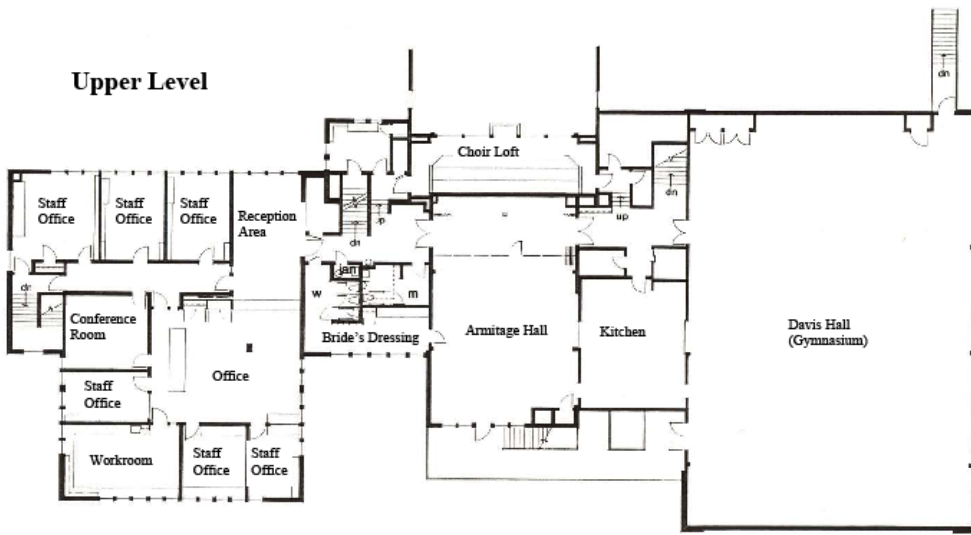
NOTES:

Signature _____ Date _____

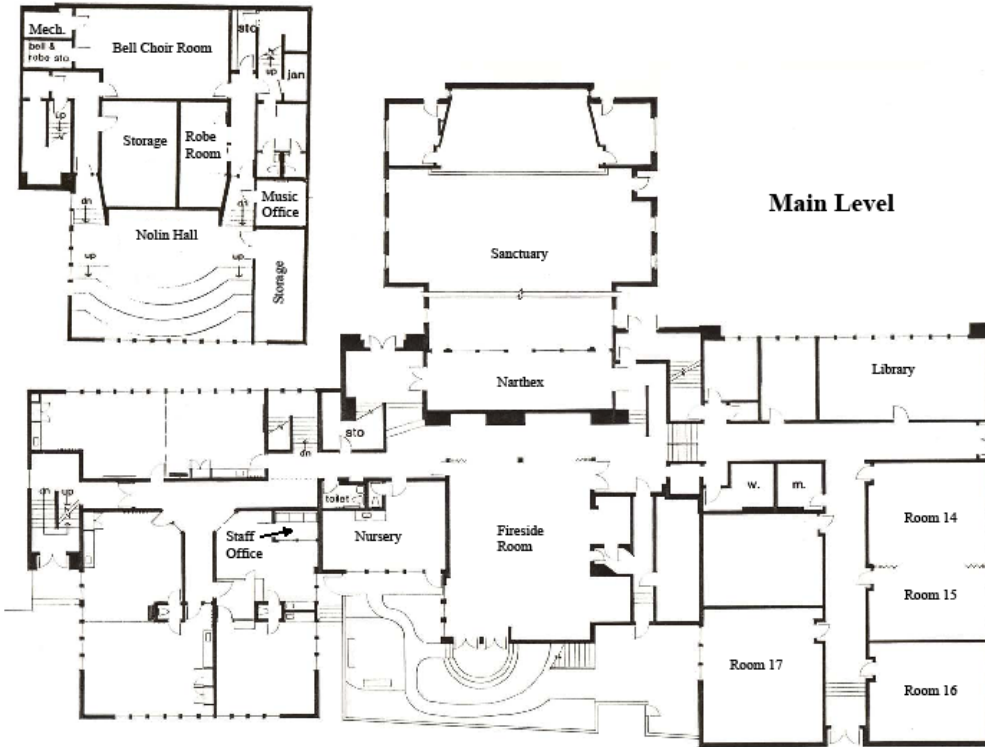
FOR OFFICE USE ONLY:

Date Received _____ Initials _____ Fee Received _____ Copy to Custodial Staff _____

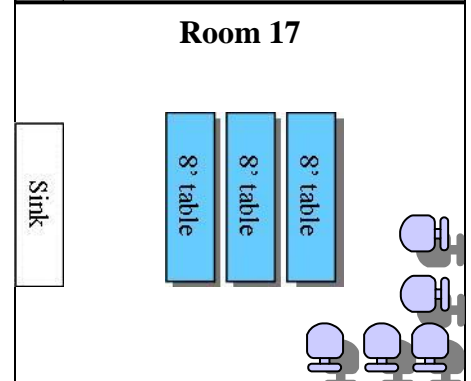
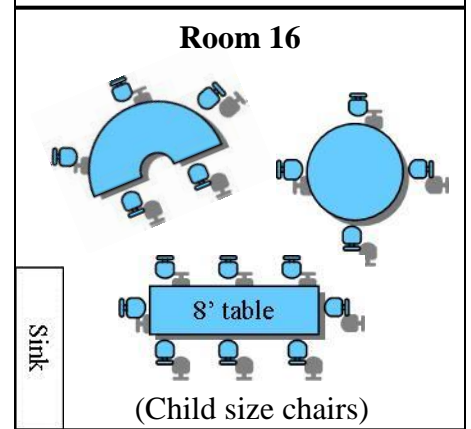
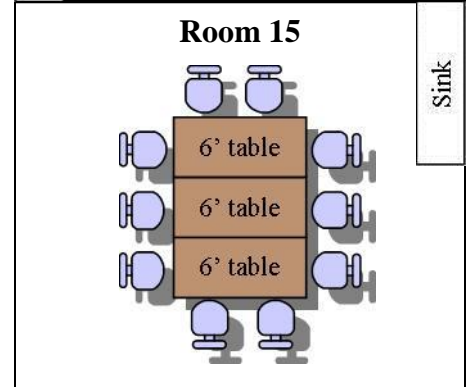
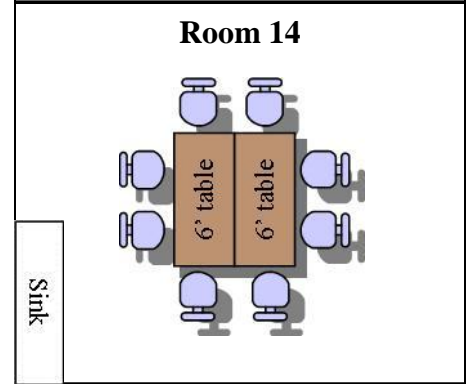
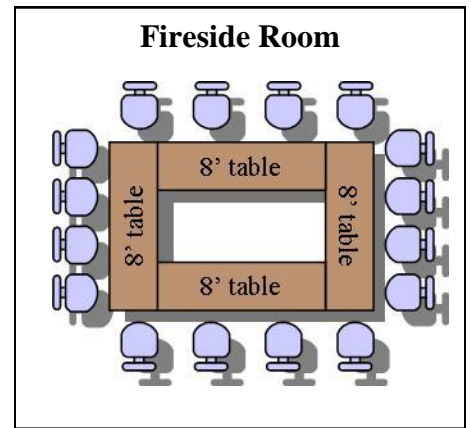
Upper Level



Lower Level



Main Level



Some guidelines when using our facility:

1. Groups or organizations should leave the church facility in the same condition as found. Make sure lights are out, doors are locked and facility is cleaned up. There are cleaning supplies and a carpet sweeper available in each classroom as well as the upstairs kitchen and the Fireside Room kitchen. Fees may be assessed to groups that do not leave the facilities as clean as they found them.
2. When moving tables, be sure to pick the table off the floor. Please do not drag the tables across the carpet.
3. When leaving, please make sure the lights are off and the door closed. Please return the set-up of the room as shown in the pictures on the side of this form.