

Prince of Peace Building Usage/Room Reservation Request

Prince of Peace Lutheran Church (ELCA)
 2330 E. Calumet St.
 Appleton, WI 54915
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Program Name (Type of Event):		Ministry/Organization Hosting:	
Contact Person:		Phone:	
Email Address:		Date(s) of event(s):	
Event Time(s):			
Indicate here added time requested to set-up/take down:			
Start:		End:	

To come the day/night before, please arrange this with the office at time of booking!

Estimated # of Guests:		Room(s) you wish to reserve:	
ROOM SET-UP: Indicate below #/kinds of tables & chairs, then, draw room layout on back of this form.			
# of Chairs			
# of Tables: Round		# of Tables: Rectangle	

NOTE: ONLY the custodian may move the partitions in the Fellowship Hall. (Do NOT try to move room partitions on your own as a special tool is needed to release them.)

As applicable, please select one of the following:

	Open up all of the partitions (accommodates approx. 20 tables & 160 chairs)
	Set up part of the partitions
	I need _____ spaces/classrooms as drawn on back

ADDITIONAL REQUIREMENTS:

TV Monitor/Computer Connection		DVD Player		Speakers	
Projector		Ext. Cords		Easel	
Kitchen		Projection Screen		Mic	
Other					

Initial here _____ to confirm you agree to the following when using the building as stated above:

1. I am also responsible for confirming final arrangements BEFORE the day of the event during office hours. I will contact the office (739-5255) 3-5 business days before the event to arrange for access to the building and check the room set-up/requirements as needed.
 - a. I understand I need to learn how to set thermostats for heating/cooling. I understand the Fellowship Hall has two thermostats, on either side of the main doors, and BOTH NEED TO BE SET TO BE EFFECTIVE.
2. I will leave the area as good or better than found, ready for the next group to use, meaning tables are wiped down, kitchen items are cleaned and put away and any food or spills are cleaned up.
3. I will secure the premises (i.e. close/latch windows, make sure lights are off throughout the building including unoccupied bathrooms; and most importantly, make sure ALL EXTERNAL ACCESS DOORS ARE SECURELY LOCKED.) I will return the key to the receptacle by the back-church office door after my event.
4. I will inform the Office as soon as feasible of any damage, concerns or malfunctioning equipment.
5. I confirm that NO smoking or vaping products will be used, and NO alcoholic substances will be served or consumed, on the premises at any time.

=====RETURN TO OFFICE / FOR OFFICE USE ONLY =====

Date received _____ Fee _____ Approved _____

Set-Up Coordinator _____
 Custodian _____
 Calendar _____