

**Media Presbyterian Church
Facility Use Request**

Contact Person: _____

Date Requested: _____

Telephone: _____

Date Needed: _____

Function/Committee: _____

Time Needed: _____

- One time set-up
- Regular meetings - Please indicate dates:

Number of People in attendance: _____

Room requested: _____

- Chairs** Number needed: _____
- Tables** Long _____ Round _____
- Use of kitchen** Kesel _____ Main _____
- Trash disposal**

Please list special items needed (e.g. mics, VCR, piano, etc.): _____

Please indicate layout on reverse of this form (draw diagram).

Session approval _____
Sexton Fee _____