

ROOM RESERVATION APPLICATION

July, 2007 – December 2008

EVENT DATE(S): _____

- New Reservation
 Add/Change Existing Reservation _____

Date Submitted _____

ORGANIZATION INFORMATION (Ministry or Committee Name)

Name of Group: _____

Contact Person: _____

Contact Email: _____

Contact Home Phone: _____

Cell Phone: _____

EVENT INFORMATION

EVENT NAME: _____

If **One Date** Requested – Enter Date: _____

If **Multiple Dates** Requested, Mark **all** event dates on calendar **on reverse side** of this form.

(Event Start Time and End Time only will appear on the web site)

Event Start Time: _____ A.M. _____ P.M. Event End Time: _____ A.M. _____ P.M.

Do you need the room earlier for set up? _____ What Time? _____

Room Requested: 1st room: _____

Room Requested: 2nd room: _____

Alternate Room if 1st room not available: _____

Anticipated Attendance: *Adults:* _____ *Children:* _____

REQUIRED-BRIEF EVENT DESCRIPTION (Please include a brief description that will appear on the web site)

ROOM RESERVATION {diagram sheets available to submit with this request}:

Normal Room Setup U-Shape (3 Tables in U-shape) Classroom (Chairs in rows) Square (4 Tables in a square)

Other ... **Set-up sheet required at least two weeks prior to event.** (*Request form from FCPC Office*)

ACCESSORIES NEEDED

Available at No Charge:

Television VCR DVD Player

Easel CD Player

Overhead Projector Chalk Board

Screen Tape Recorder

LCD Projector Laptop Computer

Available Free for FCPC Events; Charge to Non-FCPC Groups

Easel Pad, markers Slide Projector

Regular Coffee Number of Cups _____

Decaffeinated Coffee Number of Cups _____

Hot Water Tea Number of Cups _____

Child Care (*Arrangements must be made with FCPC*)

Van (*Available for FCPC events only; schedule ahead*)

Entered in computer: _____ Sent to Caretakers: _____

FCPC is pleased to provide the hospitality of its space. When returning this form by mail, please use the following address:

Fox Chapel Presbyterian Church

Attention: Malvene Arvay 384 Fox Chapel Road Pittsburgh, PA 15238-2398

Please complete information on reverse side → →

Application Form for Reservations—2007-08 Calendar

Please Circle All Dates Needed

✓ Office Closed-FCPC Holiday

● No Activities to be Scheduled

2007

July—2007

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August—2007

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September—2007

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October—2007

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November—2007

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December—2007

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2008

January—2008

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February—2008

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March—2008

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April—2008

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May—2008

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June—2008

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July—2008

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August—2008

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September—2008

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October—2008

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November—2008

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December—2008

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			