

# Facility Use Request

First Presbyterian Church 9 South 8th Avenue Yakima WA 98902 509.248.7940 www.FPCYakima.com fax: 509.248-0937

Event Title: \_\_\_\_\_ Point Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Date: \_\_\_\_\_ Reoccurring Event Dates: \_\_\_\_\_

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

Set Up (Arrival) Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

## Procedure for Scheduling All Facility Uses:

- Call Church to be put on Calendar -- 248.7940 x 100.

Major events need program staff & pastoral approval. You will be notified within 5-7 business days if your request has been approved.

- Fill out this form completely for room, facility and media requests.
- Return form to office at least **two weeks prior** to event. Final payments due five days prior to event.

## Childcare Request for Event:

Will be Needed:  Yes  No

Fill out Pink Childcare Form or Call Monnie with Details.

**Parents must make reservations 48hr in advance (248-7940 x117)**

## Requested Kitchen Items:

- Silver Coffee Urn
- Large Coffee Cambros
- Garden Room Coffee Brewers
- Punch Bowl (Glass)
- Styrofoam cups
- Napkins
- Plastic utensils
- Paper Plates (small)
- Dinner Plates (china)
- Water Pitcher(s)
- Silver Tea Set (*Pres Women Assoc Only*)
- Punch Bowl (Silver)
- Plastic cups
- Teacups (china)
- Utensils (stainless)
- Paper Plates (dinner)
- Ice Machine (access)

**Persons in charge must wash, sanitize, dry and put away all non-disposable items used. Launder all church towels & linens and return to kitchen by Sunday 7:30am.**

## Charges/Fees for Event:

Room Reservation Fee/Varies \$ \_\_\_\_\_  
Operations Fee/\$100 per 4hrs \$ \_\_\_\_\_  
Sound Person/\$50 per 2hrs \$ \_\_\_\_\_  
Media Person/\$50 per 2hrs \$ \_\_\_\_\_  
After Hours Fee/\$20 per hr (*see hours below*) \$ \_\_\_\_\_  
Koehler Kitchen \*Refundable Deposit/\$100 \$ \_\_\_\_\_

**\*Refundable upon accepted/approved check-out with custodian.**

**Total Due: \$ \_\_\_\_\_**

**Amt Paid: \$ \_\_\_\_\_**

**Date Pd \_\_\_\_\_ ck. # \_\_\_\_\_ Rec. # \_\_\_\_\_**

**Hours of Operation: Monday through Friday: 8:30am - 9:30pm  
Saturday: 9:00am - 5:00pm and Sunday: 8:00am - 7:00pm**

## Custodial Set Up Needs:

- Tables - How Many: (round) \_\_\_\_\_ (rectangular) \_\_\_\_\_
- Chairs - How Many: \_\_\_\_\_
- Other: \_\_\_\_\_

**Please describe and/or sketch desired set-up on back side of this form.**

**Notes:**

**TECHNOLOGY Requests Must Be Submitted TWO WEEKS PRIOR to Event.** *There is no guarantee if request is late.*

## Sound Needs:

- Microphones: indicate # of each type needed. (*Number in parenthesis, indicated # available*)
  - Sanctuary: \_\_\_ Pulpit \_\_\_ Lectern \_\_\_ Cabled mic (6) \_\_\_ Wireless handheld (4) \_\_\_ Wireless headset (3)
  - Gym: \_\_\_ Cabled mic (4) \_\_\_ Wireless handheld, headset or lavalier (*please circle*)
  - Garden Room: \_\_\_ Cabled mic (1) \_\_\_ Wireless handheld (1) \_\_\_ Wireless headset (3)
  - Chapel: \_\_\_ Cabled mic (4) \_\_\_ Wireless headset (2)
- Stands: \_\_\_ Mic Straight \_\_\_ Mic Boom \_\_\_ Music Stands
- Additional Inputs:  CD  iPod/mp3  Instruments Notes: \_\_\_\_\_
- Record Event:  Audio  Video *All recordings must be discussed with Deb Kent at least 2 weeks prior to event.*

## Media Needs:

- TV/DVD  TV/VCR  TV/Computer  Overhead Projector
- Media Projector, input from:  Computer  DVD Player  VCR Player  Media has sound
- Projection Screens:  5' Portable  8' Portable  Gym Stage Rear or Front (*circle*)  Sanctuary Screens
- Computer Use:  Need laptop Providing own laptop:  PC  Mac  Laptop control from Sanctuary Stage
- Request assistance with presentation (*see charges/fee section*)

**OFFICE: Return to Ericka - She will copy for those who are involved in reservation and put in their boxes immediately.**

Ericka  Sanctuary Use: Don/Brook  Megan/Publications  Debbie/Media  Monnie  Dan/Custodial  Tammy/Financial

# Koehler Kitchen Check Out Form

- Person using Kitchen and Custodian (on duty) must sign this check out form upon same-day check out.
- Return signed form to Office or Tammy Nunley in order to receive refund.

- Coffee Maker: Cleaned, sanitized and turned OFF.
- Check and CLOSE Freezer Doors & Refrigerator Doors (front and back rooms.)
- Turn OFF: Stoves, ovens & warmers.
- Wipe all counters with comet bleach cleaner.
- Dry all counters with dry white towel (not paper towel).
- Wash all dishes, pots and pans.
- Put away all cleaned dishes.
- Dishwasher: drain and turn booster switch OFF.
- Sweep floor.
- Take all garbage to dumpster (located outside basement door.)
- Put sugars, creamers and salt/peppers in correct Tupperware. Secure the lid.
- MUST CHECK OUT** with custodian on duty, who will lock up.

Please do not remove anything from the kitchen without approval from Maurice Peugh or Dan Barela.

Person using Kitchen and Custodian (on duty) must sign this check out form upon same-day check out.

Return signed form to Office or Tammy Nunley to receive refund.  
*Complete front side of this form when payment has been refunded.*

MUST have approval before removing items from kitchen. (Maurice Peugh)

Items Borrowed	Date Borrowed	Staff Initials <i>(borrowed from)</i>	Date Returned <i>don't check until returned!</i>
_____	_____	_____	<input type="checkbox"/> _____
_____	_____	_____	<input type="checkbox"/> _____
_____	_____	_____	<input type="checkbox"/> _____
_____	_____	_____	<input type="checkbox"/> _____
_____	_____	_____	<input type="checkbox"/> _____
_____	_____	_____	<input type="checkbox"/> _____
_____	_____	_____	<input type="checkbox"/> _____
_____	_____	_____	<input type="checkbox"/> _____

Date Used \_\_\_\_\_ Phone \_\_\_\_\_

Contact Person for Group \_\_\_\_\_

\_\_\_\_\_  
*(Signature of person using kitchen)* *(date signed)*

\_\_\_\_\_  
*(Signature of custodian checking out)* *(date signed)*

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## Draw Your Desired Set-up Here...