

**First Presbyterian Church Marietta
Facilities Usage / Set-up Request**

--- Please Submit 48 hours in Advance ---

Time: _____ AM PM

Date _____ Request _____ Contact _____
Submitted: _____ Submitted by: _____ Phone: _____
Please Print Your Name Legibly

Please Check All That Apply:

- New** Request/Addition to Master Calendar Food Service Needed
- Deletion/Cancellation** Facilities Usage
- Change to Previous Request** Emergency Set-up (w/in **24** Hours)
- Set-Up**

Master Calendar Confirmed By (ALL Fees Paid in Full / If Applicable): _____

Title of this Event/Set-up: _____

Date(s) of this Event: _____ Day of the Week: _____ Number of People Expected: _____

Time **Time**
Event will BEGIN: _____ A M P M **Event will END:** _____ A M P M

Specify Rooms(s)/Area to Be Used: Holland Hall The WareHouse
 Sanctuary Great Hall

Please Check All that Apply:

- One Time Event On-going Event (pls. specify): _____
- Resources Needed: Chairs: How Many? _____ Tables: How Many? _____ 8' _____ 6' _____ Round
- Table Cloths? **Yes** **No** Podium TV VCR DVD Player
- Trash Can(s) _____ Microphone Screen Sound Tech
- Food Service Needed [Food Service Director must be contacted directly: 770-427-0293, ext. 225]

Pls. Use this Space to Detail/Diagram Your Room Set-up (or attach additional page(s) if needed):

*Any additional resources needed that are not listed Above?