

**FIRST CENTRAL PRESBYTERIAN CHURCH**  
**Facility/equipment Request and Reservation Form**  
**Adopted by the Property Committee and Session May 2005**

**This is a two-page form. Please complete and return the entire form to the church (attention: Joy). (Fax number is 677-0642 or you may mail to FCPC, 400 Orange, Abilene, Texas 79601) Please allow enough time for processing and set up. Our desire is to serve you and to best utilize our facility and resources. Thanks for your cooperation.**

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Today's Date \_\_\_\_\_

Name of group \_\_\_\_\_

Purpose of event (i.e. coffee, luncheon, meeting) \_\_\_\_\_

Date of event \_\_\_\_\_ Time of event \_\_\_\_\_

**For events located at the church, complete this section:**

Date and time needed to decorate \_\_\_\_\_

Area of church needed for your event (i.e. Fellowship Hall, classrooms, Austin Youth Center, etc.)  
\_\_\_\_\_

Number of participants expected \_\_\_\_\_

Number of chairs needed \_\_\_\_\_

Number of tables needed \_\_\_\_\_

Will food be served? \_\_\_\_\_ Beverages? \_\_\_\_\_

Description of set-up (draw floor plan on back if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other equipment requested (circle items needed and indicate how many)

Microphone \_\_\_\_\_ Extension cord(s) \_\_\_\_\_

Video equipment \_\_\_\_\_ Other \_\_\_\_\_

Paper goods needed: (indicate quantity and type, i.e. glass or disposable)

Table covering (paper or cloth) \_\_\_\_\_

Plates and/or napkins \_\_\_\_\_

Knives, forks, spoons \_\_\_\_\_

Cups (coffee, tea, water) \_\_\_\_\_

Any requests requiring the purchase of special or colored table paper or cloths, plates or napkins, must be purchased by the committee or person making the request.

Other important information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For events located away from the church, complete this section:**

The church does not loan any equipment (including tables and chairs) for non-FCPC events. Tables, chairs, and, if appropriate, other equipment may be used for church events located off the premises. A staff member must be present when the tables, chairs, and equipment are picked up and when they are returned. Use of equipment other than tables and chairs for events located off premises requires special approval from the Property Committee (see the next section).

Location of the event \_\_\_\_\_

Number of tables needed \_\_\_\_\_ Number of chairs \_\_\_\_\_

Date and time of pickup \_\_\_\_\_

Date and time of return \_\_\_\_\_

**Complete this additional section if other equipment is to be borrowed. Please allow plenty of time for processing. This additional section requires the signature of the Property Committee Chairperson:**

List the equipment needed (use back if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Approved by Property Committee:

Signature of Property Chairperson \_\_\_\_\_ Date \_\_\_\_\_

**For church use only:**

Signature of person completing work \_\_\_\_\_

Date \_\_\_\_\_ Time completed \_\_\_\_\_

Time expended to complete work \_\_\_\_\_

For off-church premises events:

The number of tables borrowed \_\_\_\_\_ Number of chairs borrowed \_\_\_\_\_

Items were returned on time as stated and in the same condition (yes/no) \_\_\_\_\_