

**FACILITY USE REQUEST FORM**

Please provide the following information **10 business days in advance** of requested date by returning this form to: New Providence Presbyterian Church, 703 W. Broadway, Maryville, Tennessee 37801

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NAME OF GROUP: \_\_\_\_\_

TYPE OF GROUP (SOCIAL, CIVIC, CHURCH, ETC.): \_\_\_\_\_

IF NOT AN NPPC GROUP, DOES YOUR GROUP INCLUDE NEW PROVIDENCE MEMBERS?

NO     YES - IF YES, WHO? \_\_\_\_\_

GROUP CONTACT PERSON: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ BUSINESS/CELL PHONE: \_\_\_\_\_

SPECIFY WHAT PART OF FACILITY IS BEING REQUESTED:

- MEETING ROOM(S)                       FELLOWSHIP HALL
- PAVILION (EXTERIOR ONLY)             PAVILION (INCLUDING KITCHEN & RESTROOMS)
- OTHER (Please specify: \_\_\_\_\_)

DATE REQUESTED: \_\_\_\_\_

NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_

EVENT START TIME: \_\_\_\_\_ / EVENT END TIME: \_\_\_\_\_

SET UP START TIME: \_\_\_\_\_ / SET UP END TIME: \_\_\_\_\_

WHAT SPECIFICALLY IS SPACE TO BE USED FOR?

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

IS THIS EVENT A FUND-RAISER?    YES     NO

EQUIPMENT REQUESTED:

- WHITEBOARD                               PROJECTION SCREEN                       SOUND SYSTEM
- TV/VCR/DVD                                 EASEL STAND                                 PODIUM

OTHER: \_\_\_\_\_

ADDITIONAL REMARKS: \_\_\_\_\_

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**NOTES:**

**(1)** Set up and cleanup are the responsibility of your group. If special set up arrangements need to be made, notify the NPPC information coordinator at least 3 business days prior to the event.

**(2)** If you plan to use a DVD/CD, your personal laptop, etc., it is strongly suggested you contact the information coordinator 3 business days prior to the event to ensure these are compatible with the church system and to receive training on how to operate the church system.