

FACILITY USE & FOOD SERVICE REQUEST

This is a request. A confirmation will follow.

Event Date(s) _____ Type of Event _____

Event Name _____ Number Expected _____

Room _____ *We appreciate your flexibility if we need to change your room request.*

Will you need to set up the day *before* the event? If yes, give times _____

Event Start Time _____ Event End Time* _____
*All events *must* end no later than 9:30 p.m.

(Day of Event) *Set Up* Start Time _____ (Day of Event) *Tear Down* End Time _____

Sponsoring RBCPC Group/Ministry _____ Contact Person _____

Contact Phone _____ Contact Email _____

Groups covered with Liability Insurance must also cover RBCPC as Additionally Insured

Special Needs (check applicable)

Tech Support

- A/V Tech Support
- Microphone(s)
- Portable multimedia projector
- (Complete separate Tech Support Request)

Facilities

- Pad on easel with pens
- Whiteboard with pens
- Overhead projector
- Screen
- Television with VCR
- Lectern
- Microphone
- Multimedia projector (circle *portable* or *stationary*)
- Table in courtyard
- Banner in courtyard _____
(banner name)

Beverage Items

- Coffee (circle *regular* and/or *decaffeinated*)
- Tea bags (circle *regular* and/or *decaffeinated*)
- Hot water
- Iced water
- Hot cocoa packets
- Hot cider packets
- Iced tea

Beverage Items (-cont-)

- Lemonade
- Bottled water (additional charge)
- Canned soda (additional charge)
- Cookies (additional charge)

Central Supplies*

- Cups/glasses (circle applicable)
- 3 oz. juice 6 oz. coffee/tea
- 9 oz. (clear) punch 12 oz. (clear) water
- Knives (color _____)
- Forks (color _____)
- Spoons (color _____)
- Soup spoons (color _____)
- Luncheon napkins (color _____)
- Beverage napkins (color _____)
- Place mats (color _____)
- Table covers (size _____ / color _____)
- Table covers (size _____ / color _____)
- Plates (size _____)
- Plates (size _____)
- Bowls (size _____)
- Bowls (size _____)
- Miscellaneous _____

**** To be completed with Food Service Manager, 858-487-0811, ext. 222, or Central Supplies Coordinator, 858-487-0811, ext. 253. Meet at least 10 days before a small event and 28 days before a major event.***

Room set up - circle applicable and draw picture of set up, if necessary.
For food service events, contact Food Service Manager for schematic, 858-487-0811, ext. 222.

Conference Tables Theater Style Semi-Circle Circle **Attach Schematic**

Childcare Request

Call Childcare Coordinator at least 2 weeks in advance, 858-487-0811, ext. 263, to arrange for childcare. Complete Childcare Center Reservation form. Call Childcare Coordinator to cancel childcare if fewer than four children are signed up. Notify parents of cancellation.