

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)

Facilities

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

Beverage Items (Charges Apply)

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
 Lemonade
 Bottled Water
 Canned Soda
 Cookies
 Iced tea

Tech Support

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

Central Supplies *†Charges Apply*

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 _____

*** Contact Food Service Manager at 858-487-0811, x222 at least 10 days before a small event & 28 days before a large event involving food service events.**

Room set up - check applicable and draw picture of set up, if necessary.

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

Childcare Request

Complete child care center reservation form and contact child care Coordinator at 858.487.0811 x263. at least two weeks prior to event to arrange for childcare. Call childcare coordinator to cancel childcare if fewer than four children are signed up. Notify parents of cancellation.

DISTRIBUTION: Facilities Tech Support Food Service Requestor

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