

# ROOM RESERVATION FORM

Northminster Presbyterian Church, 703 Compton Road, Cincinnati OH 45231 (931-0243)

*Our desire is to be of service to you. Fill out form completely so that we will be able to meet your needs. Feel free to ask questions. Contact us if there are additions or changes to information.*

TODAY'S DATE: \_\_\_\_\_

Person completing form: \_\_\_\_\_

**RETURN TO OFFICE**  
**ATTN: TRUDY TEEMLEY**

Group Name \_\_\_\_\_ No. People \_\_\_\_\_

Contact Person \_\_\_\_\_ Member of NmPC: Yes  No

Phone # \_\_\_\_\_ E-mail: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ **Staff Approval:** \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_ Event starts: \_\_\_\_\_ Event ends: \_\_\_\_\_

Set-up time: \_\_\_\_\_ Clean-up time: \_\_\_\_\_

Offering child/nursery care: Yes  No  No. of children \_\_\_\_\_

Purpose of meeting: \_\_\_\_\_

## AUDIO/VISUAL NEEDS

- Sound System
- Projector/Screen
- DVD/CD Player
- Microphone

Technician Required:

- Advanced Lighting Controls
- Audio/Video Recording
- Wireless Microphones
- Multiple instrument/vocal Microphones
- Musician monitors

## OTHER NEEDS

- Kitchen
- Round Tables # \_\_\_\_\_
- Rectangular Tables # \_\_\_\_\_

- Chairs # \_\_\_\_\_
- Podium/Lectern
- Easel

## SPECIAL INSTRUCTIONS (use back of form)

### OFFICE USE ONLY

Approval:  Yes  No

Date Approved: \_\_\_\_\_

If NO, Reason: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Church Business Administrator

Copy to custodian (date): \_\_\_\_\_

Copy to Tech Coordinator (date): \_\_\_\_\_

### Fees Required

Room Usage: \_\_\_\_\_

Room Set-up/Tear-down: \_\_\_\_\_

A/V Technician: \_\_\_\_\_

Custodian on duty: \_\_\_\_\_

50% Deposit?  Yes  No  Paid

Fees Paid  Certificate of liability (if applicable)

Applicant given Kitchen Agreement? \_\_\_\_\_