



# McCullen Center FACILITIES REQUEST FORM

**Laguna Niguel Presbyterian Church**

Attn: Event Coordinator  
30071 Ivy Glen Drive  
Laguna Niguel, CA 92677

Telephone: (949) 249-1218  
Fax: (949) 249-1599

**FOR LNPC OFFICE USE ONLY**

Status	Confirmed
Approved By:	
Deposit:	
Amount Due:	
Master Calendar:	
Set-Up or Take Down:	
Liability Insurance	

**FEE CATEGORY (Select one):**     Church Event     Member     Non-Member

**GROUP:** \_\_\_\_\_ **FUNCTION:** \_\_\_\_\_

**PURPOSE OF MEETING:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_ **Tel:** \_\_\_\_\_ **CELL:** \_\_\_\_\_

**FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**FOR SINGLE EVENT RESERVATION:**

Date of Event: \_\_\_\_\_ Day of Week: \_\_\_\_\_  
 Program Start Time: \_\_\_\_\_ Program End Time: \_\_\_\_\_  
 Reservation Start Time: \_\_\_\_\_ Reservation End Time: \_\_\_\_\_

**FOR ONGOING EVENT RESERVATION:**

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
 Day of the Week \_\_\_\_\_ Frequency (Monthly, Weekly, 1<sup>st</sup> Tues., etc.) \_\_\_\_\_  
 Dates NOT Needed: \_\_\_\_\_

Program Start Time: \_\_\_\_\_ Program End Time: \_\_\_\_\_  
 Reservation Start Time: \_\_\_\_\_ Reservation End Time: \_\_\_\_\_

**TYPE OF FUNCTION:** \_\_\_\_\_

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

**FACILITIES REQUESTED:**

Gard Hall:     Entire Hall     One-Half Hall ('A')     ¼ Hall ('B')     ¼ Hall ('C')

Smaller Rooms:     Library     Conference Room     Class Room

Kitchen :     None     Snacks     Catered Meal (Name of Caterer: \_\_\_\_\_)

