



Sanctuary FACILITIES REQUEST FORM

FOR LNPC OFFICE USE ONLY

Laguna Niguel Presbyterian Church

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

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

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 EVENT: _____

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, 1st Tues., etc.) _____
 Dates NOT Needed: _____

 Program Start Time: _____ Program End Time: _____
 Reservation Start Time: _____ Reservation End Time: _____

TYPE OF FUNCTION: _____

ESTIMATED NUMBER OF PEOPLE ATTENDING: _____

PERSON RESPONSIBLE FOR (Please Print):

- A) OPENING SANCTUARY _____
- B) CLOSING SANCTUARY _____
- C) CLEANUP (IF NECESSARY) _____

FACILITIES REQUEST FORM (Page 2)

RESOURCES REQUIRED:

- LIGHTS A/C OR HEAT PIANO ORGAN
 CHOIR LOFT OTHER _____

- VIDEO PROJECTION (DVD or PowerPoint or similar)
 Control from Audio Room Control from right-hand side of sanctuary

Name of video projectionist: _____

Tel: _____

- AUDIO
 Play CD Record CD Piano Mic _____
 Wireless Handheld Mic (only one available)
 Lavalier Mic (Restricted Use – Check with Event Coordinator)

Number of Wired Mics and Stands _____

Number of monitors _____

Other audio requirements: _____

Name of audio engineer assigned: _____

Tel: _____

Note: LNPC will need to approve in advance any audio engineer assigned, and may require a training session, or assign its own audio engineer.

RELEASE FROM LIABILITY AND INDEMNIFICATION

In consideration for and as a condition of the use of the above stated facility, applicant hereby agrees to hold harmless Laguna Niguel Presbyterian Church (LNPC), its officers, employees, and agents, against any and all claims, demands, causes of action, damages (including damages to LNPC property), costs and liabilities, directly or proximately resulting from or caused by the use and occupation of the facility herein above described, whether such use is authorized or not or from any way arise from or relate to Applicant's use of the above facility. Applicant shall also pay for any and all damages to any property of LNPC including any damages for loss or theft of such property, done or caused by Applicant, its officers, agents, employees, guest, patrons and invitees.

I have read, understand and agree to abide by the Facilities Use Policies and Fees for the type of facility I am applying to rent and I will be present at the facility during its use. I further realize the ramifications of failure to abide by the policies and/or permit requirements. LNPC is a non-smoking facility and the following are not permitted without explicit approval: alcoholic beverages, food, and open flames (e.g., candles). **I understand that submittal of this application does not guarantee approval of my application and is subject to review by Session. Room availability is subject to church holidays and calendar scheduling.**

PLEASE READ CAREFULLY!

Applicant's Signature

Date

SANCTUARY CONFIGURATION (PAGE 3)

Event Date: _____

NARTHEX – Describe your Narthex configuration – tables, chairs, displays, etc.

COMMUNION TABLE LOCATION (Be sure to use special dollies when moving). *Please note that nothing is to be placed on top of the communion table.*

- Normal (center, below chancel) Stored, right rear On top of Chancel
- Removed from building Other _____

CHANCEL CONFIGURATION – Describe the Chancel configuration

PULPIT: Full pulpit Partial pulpit Lecture Stand None

ELECTRONIC EQUIPMENT: _____

CANDELABERAS _____ **FORMAL CHAIRS** _____

PIANO LOCATION

- Normal (next to organ) Other (Indicate on drawing below)

PLEASE DIAGRAM KEY PROGRAM ELEMENTS

