



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, 1st 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: _____)

