

**PROPERTY USE REQUEST FORM**

E-mail to: [schedule@firstuusandiego.org](mailto:schedule@firstuusandiego.org) or Fax to: 619-298-9997

Ministry Team Chair Approval \_\_\_\_\_  
 Ministry Team Staff Member Approval \_\_\_\_\_

Priority #  A / B / C

**PLEASE COMPLETE THE ENTIRE FORM TO ENSURE ACCURATE RESERVATION**

Today's Date: \_\_\_\_\_ Event Name: \_\_\_\_\_ Event Type (meeting, program, etc) \_\_\_\_\_

Contact Person: \_\_\_\_\_ Designated Key Holder: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Church Group or Affiliated Group: \_\_\_\_\_

Billing Address (required) Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

Event Day(s): \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Event Time(s): Starting time: \_\_\_\_\_ Ending Time: \_\_\_\_\_ Amount of Setup time needed: \_\_\_\_\_ Amount of cleanup time needed: \_\_\_\_\_

Is this a repeating event?  YES  NO If yes, please provide sequence (i.e. third Tuesday) or a list of the dates for the coming six months.

Is this a Fund Raiser?  YES  NO

**(Must be approved in advance)**

Will merchandise be sold?

YES  NO

How many people will this event be accommodating? \_\_\_\_\_ How many hours is the room being requested for? \_\_\_\_\_

Please indicate your room preference(s): If this booking requires several rooms with different starting times, please note on a separate blank sheet of paper.

**Rooms are rented per hour, including set-up and clean-up times. Please see Facilities Use Schedule of Fees.**

Preferred Area	Capacity	Preferred Area	Capacity	Preferred Area	Capacity
<input type="checkbox"/> Meeting House #200	434	<input type="checkbox"/> Meeting Room #320	15		
<input type="checkbox"/> Chapel #201	70	<input type="checkbox"/> Meeting Room #321	18	<input type="checkbox"/> Suite #101, South Bay Campus	12
<input type="checkbox"/> Bard Hall #300	200 / 150	<input type="checkbox"/> Holl Meeting Room #323	35	<input type="checkbox"/> Suite #103, South Bay Campus	85
<input type="checkbox"/> Kitchen	15			<input type="checkbox"/> Suite #104, South Bay Campus	30
<input type="checkbox"/> Law Lounge #301	10	<input type="checkbox"/> Common Room/Kitchen #112	50		
<input type="checkbox"/> Patio	200 / 150	<input type="checkbox"/> Room #113	25		
<input type="checkbox"/> Owen-Towle Gallery/Foyer	5	<input type="checkbox"/> Room #114a	20		
<input type="checkbox"/> Library #311	15	<input type="checkbox"/> Room #114b	25		
<input type="checkbox"/> Boone Archive Room #313	10				

Is room(s) setup needed?  YES  NO If **YES**, please select a setup type:

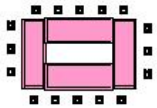
- |   |  |   |
|---|--|---|
| <input type="checkbox"/> 3 tables in triangle formation w/chairs on outside   | <input type="checkbox"/> Long Tables w/chairs                      | <input type="checkbox"/> Semi-circle of chairs                                    |
| <input type="checkbox"/> Rectangular Tables (chairs on one (1) side (crafts)) | <input type="checkbox"/> Open – U (tables w/chairs)                | <input type="checkbox"/> Curved Theatre style (concentric semi-circles of chairs) |
| <input type="checkbox"/> Circle of Chairs                                     | <input type="checkbox"/> Potluck Setup                             | <input type="checkbox"/> Theater style, w/center aisle                            |
| <input type="checkbox"/> Card Tables  | <input type="checkbox"/> Round Tables w/ chairs (Common Room only) | <input type="checkbox"/> Two tables in center for reception                       |
| <input type="checkbox"/> Hollow Square (tables w/chairs)                      | <input type="checkbox"/> Registration Table outside of Room        | <input type="checkbox"/> Will use room <b>"AS IS"</b>                             |
| <input type="checkbox"/> Hollow Hexagon (Room 113 only, seats 12)             | <input type="checkbox"/> Registration Table inside Room            | <input type="checkbox"/> Other (please indicate below)                            |

Are any additional items needed?  YES  NO If **YES**, please select any item(s) needed:

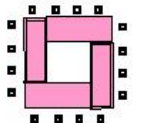
- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Audio Visual Cart & extension cord       | <input type="checkbox"/> Slide Projector   | <input type="checkbox"/> Sound System (Microphone) (Meeting House or Bard Hall) |
| <input type="checkbox"/> Computer Projector (laptop not provided) | <input type="checkbox"/> Lectern           | <input type="checkbox"/> Sound Technician (Additional Fee will apply)           |
| <input type="checkbox"/> Flipchart/Markers                        | <input type="checkbox"/> Piano             | <input type="checkbox"/> TV/VCR (classroom size)                                |
| <input type="checkbox"/> Overhead Projector                       | <input type="checkbox"/> Projection Screen | <input type="checkbox"/> White Board/Markers                                    |

Please provide any additional instructions or requests:

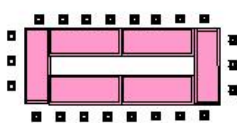
Setup A - Rectangle



Setup B - Square



Setup C - Long Rectangle



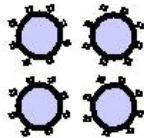
Setup D - Circle



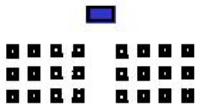
Setup E - Semi-Circle



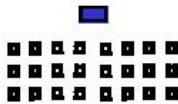
Setup F - Fellowship



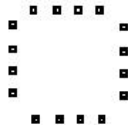
Setup G - Aisle



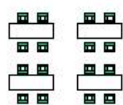
Setup H - No Aisle



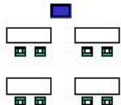
Setup I - Empty Square



Setup J - Workshop



Setup K - Classroom



**Legend**

- Adult Chair
- Child's Chair
- Podium
- Adult Table
- Child's Table
- Round Table

- If this is an internal event and payment is due for any service or hired support, the amount due will be automatically transferred from your account and a notice of this transfer will be delivered to your staff or committee mailbox.
- **Room Fee is charged per hour including set up time.** Please see Facilities Use Schedule of Fees.
- **Concert Bookings must be approved in advance** by the Director of Music
- Events held after business hours (9 to 5 pm M-F) require a **Key Person or Event Coordinator** (who provides access and remains available throughout the event). Events held during business hours do not require a **Key Person**, however, an **Event Coordinator** may be needed, and will be determined by Church staff.
- **Parking Lot Closures** will be determined by Church Staff
- **CANCELLATION OF AN EVENT WITH LESS THAN 24 HOURS' NOTICE WILL RESULT IN BILLING FOR 50% OF THE SET FEE.**

**OFFICE USE ONLY**

Event Coordinator: \_\_\_\_\_

Fee Set at: \$ \_\_\_\_\_

Best Phone #: \_\_\_\_\_

Alternate Phone #: \_\_\_\_\_