



SECOND  
Presbyterian  
CHURCH

3701 Old Brownsboro Rd.  
Louisville KY 40207  
502-895-3483

## Event Request Form

**Today's Date:** \_\_\_\_\_

**Organization  
Name:** \_\_\_\_\_

Event Information				
Event Name				
Event Date(s)				
Event Time(s)	Event Duration:			
Brief Description of the Event:				
Attendance:				
Will you be utilizing AV equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No   Describe Needs:			
Requested Location:	<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Fellowship Hall A	<input type="checkbox"/> Great Hall	<input type="checkbox"/> Youth Suite
	<input type="checkbox"/> Chapel	<input type="checkbox"/> Fellowship Hall B	<input type="checkbox"/> Meeting Rooms	<input type="checkbox"/> Other (Please specify)
Contact Information				
Event Contact Name:				
Contact Title:				
Phone Number:				
Email Address:				

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*For office use:*

- |  |   |
|--|---|
| <input type="checkbox"/> Added to Calendar       | <input type="checkbox"/> Event Set-up Form received |
| <input type="checkbox"/> Insurance info received | <input type="checkbox"/> Event approved by _____    |
| <input type="checkbox"/> Rental Fee received     |   |

# Event Set-Up Request

**Event Date:**

**Event Name:**

## Room Set-Up Options

- |  |  |
|--|--|
| <input type="checkbox"/> Conference (table surrounded by chairs)       | <input type="checkbox"/> Circle (chairs in a circle, no table) |
| <input type="checkbox"/> Theater (chairs facing one direction)         | <input type="checkbox"/> Banquet (multiple tables and chairs)  |
| <input type="checkbox"/> Other Room Set-Up (please draw diagram below) |  |

## Options

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Podium        | <input type="checkbox"/> Registration Table | <input type="checkbox"/> Beverage Table         |
| <input type="checkbox"/> Serving Table | <input type="checkbox"/> Table Clothes      | <input type="checkbox"/> Other (please specify) |

## Beverage/Food Service

- |                                   |  |                                     |
|-----------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Coffee   | <input type="checkbox"/> Hot Water               | <input type="checkbox"/> Iced Water |
| <input type="checkbox"/> Flatware | <input type="checkbox"/> Dishes (please specify) |                                     |

## Event Set-Up Request

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**Event Date:**

**Event Name:**

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- All activities with children under the age of 18 must be supervised by no fewer than two adults in accordance with the Child Protection Policy of Second Presbyterian Church, a copy of which is attached and incorporated into the terms of this Event Request Form.
- Smoking, the distribution or consumption of alcoholic beverages, possession or usage of illegal drugs and the possession of firearms on the property are prohibited activities.
- A Certificate of Liability Insurance that provides coverage must be on file with the Church Administrator before the event.