

**ALL SAINTS PRESBYTERIAN CHURCH | AUSTIN**  
**Facilities Use Request Form**

Event Name: \_\_\_\_\_

Event Description: \_\_\_\_\_

# of people expected: \_\_\_\_\_

Event Date: (circle one)      Sun Mon Tue Wed Thu Fri Sat     , 20    

Check if event is recurring. If so, list additional dates here: \_\_\_\_\_

Event Times: START: \_\_\_\_\_ AM / PM END: \_\_\_\_\_ AM / PM

SETUP BEGINS: \_\_\_\_\_ AM / PM CLEANUP ENDS: \_\_\_\_\_ AM / PM

**Event Type:**

- church-wide event
- church ministry event (targeted interest/demographic)
- community event (not All Saints-sponsored)
- wedding
- funeral

**Primary contact:**

Name: \_\_\_\_\_  
 Cell phone: \_\_\_\_\_  
 Affiliation: \_\_\_\_\_

Church staff liaison/contact: \_\_\_\_\_

**Room(s) to be used or unlocked:**

**EVENT ROOMS**

- 430-Interim Sanctuary
- 420-Narthex
- 422-Nursing Rm/Bride's Rm
- 424-Lounge/Bookstore
- 432-Kitchen
- 300-Chapel
- 401-Conference Rm
- 100-Hospitality Room

**Areas to be climate-controlled**

- 430-Interim Sanctuary
- 420-Narthex
- 422-Nursing Rm/Bride's Rm
- 424-Lounge/Bookstore
- 432-Kitchen
- 300-Chapel
- 401-Conference Rm
- 100/102-Hosp Rm / Small Saints Room

**Doors to be unlocked (specify times if different from setup/cleanup)**

- 430-Int Sanct SW auxiliary entrance
- 420-Narthex W double doors (man.)
- 420-Narthex E auxiliary entrance
- Office W hall  Office E hall
- 432-Kitchen NE loading dock door
- 300-Chapel W side entrance  Chapel S (man.)
- 400-Office main entrance
- 100-Hospitality Room

**CLASSROOMS**

- 102-Small Saints Room
- 108-Kinder classroom
- 200-Upstairs classroom, med
- 202-2nd grade classroom
- 208-Upstairs classroom, lg
- 316-Kids classroom, PreK
- 320-Kids classroom, 4's
- 322-Kids classroom, Older 3s
- 326-Kids classroom, Younger 3s
- 328-Kids classroom, Older 2s
- 332-Kids classroom, Younger 2s
- 348-Kids classroom, Older 1s
- 344-Kids classroom, Younger 1s (walk/run)
- 342-Kids classroom, infants & crawlers
- 338-Kids classroom, napping & nursing
- 437-North classroom (L)
- 439-North classroom (R)

- 108-Kinder classroom
- 200/202 classrooms-upstairs, med/2nd Grade
- ↑
- 208 classroom, large
- 316/320-Kids classroom, PreK/4's
- ↑
- 322/326-Kids classrooms, 3s
- ↑
- 328/332-Kids classrooms, 2s
- ↑
- 344/348-Kids classrooms, 1s
- ↑
- 338/342-Kids classrooms, Os, nap/nurse
- ↑
- 437/439-North classrooms
- ↑

- 102-Small Saints Room
- 108-Kinder classroom
- 200-Upstairs classroom, med
- 202-2nd Grade Classroom
- 208-Large Classroom, main E entrance
- 210-Large classroom, aux W entrance
- Children's Hall main entry double doors
- Playground doors:  SW  NW  NE  E
- Children's Hall N aux double doors
- 437/439-North classrooms
- ↑

**Outdoor area(s) to be used as event space:**

- Parking lot areas (for activities, not for cars)
- Main courtyard
- North courtyard, beyond the boulders \_\_\_\_\_
- Sidewalk areas: \_\_\_\_\_
- Restrooms, outdoor-access

Restrooms, outside-access

**Special requests:**

- Projector. My projector input is: \_\_\_\_\_
- Projection screen \_\_\_\_\_
- Audio connection \_\_\_\_\_
- Setup needs: \_\_\_\_\_

Approved: \_\_\_\_\_

CAL: \_\_\_\_\_ HVAC: \_\_\_\_\_ DOORS: \_\_\_\_\_