**First Presbyterian Church of Santa Barbara**

21 E Constance Ave, Santa Barbara, CA 93105

Phone: 805-687-0754 email: FPCSBFacilities@gmail.com

**FACILITIES USE REQUEST – One-time Event**

Please complete this Request and return to the email above no later than two weeks prior to your event. All facilities use requests are reviewed and approved by our committee, which meets each Tuesday morning. If your event is approved, a Facilities Use Agreement will be forwarded to you, which will include pricing. Please note that your event is not put onto the calendar until it is approved and the Facilities Use Agreement is received. \*Please see page two for information on room information, day/duration of event, and food service/catering.

**Name of Group/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Day(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Weekly Monthly **Room Requested\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Start Date: \_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_ / Start Time: \_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_

Additional time you need for Setup\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tear down/clean up\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of Attendees: \_\_\_\_\_\_\_ Event Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact for Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 FPC Member/ Philanthropic Non-Profit Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Christian Organization (must provide 501(c)(3) letter) (social group, for profit, etc)

**Event Details**

**Set-up Configuration**

(Chairs for # of attendees included)

 Lecture/Conference

 \_\_\_\_\_ # 8’ tables

 Podium/Lectern

 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Meal/Reception

 \_\_\_\_\_ # 8’ tables

 \_\_\_\_\_ # round tables (Incl 8 chairs)

 Podium/Lectern

 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Combination/other

 \_\_\_\_\_ # 8’ tables

 \_\_\_\_\_ # round tables (Incl 8 chairs)

 \_\_\_\_\_ # additional chairs

 Podium/Lectern

 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sound/Technology**

 Microphone(s)

 \_\_\_\_\_ # Wired Stationary

 \_\_\_\_\_ # Wireless Handheld

 Screen (CFC & AL only)

 Projector (CFC & AL only)

 Piano (SA, CH & CFC only)

 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Food Service/Catering\***

 We will **not** have any refreshments

 We will bring in light refreshments

 We will **not** use the kitchen

 We will need to use the kitchen

 We would like to have food catered

 We would like to serve wine $50.00 fee

 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Available Rooms:**

**Sanctuary (SA)**

* Seats 650 in fixed seating including balcony; Chancel area seats 40 in fixed choir loft seating plus available open space
* Sound system available; No screen or projector; 2 wired & 1 wireless mic available
* Piano and organ are available (organ must be played by our organist)
* Food Service/Catering not allowed

**Chapel of the Good Shepard (CH)**

* Seats 80 in fixed seating; Chancel area seats 6
* Sound system available; No screen or projector
* Piano and organ are available (organ must be played by our organist)
* Food Service/Catering not allowed

**Garden Room (GR)**

* Seats 28 at tables; 40 for lecture seating
* No Sound system, screen or projector is available
* Not Available M-F 7:30 am- 5:30 pm

**Session Room (SR)**

* Seats 15 for casual meeting
* Food Service/Catering not allowed

**Christian Fellowship Center (CFC)**

* Seats 160 at tables; 250 for lecture seating
* Sound system, screen and projector available; 3 wired & 1 wireless mic available
* Piano is available
* Exterior patio area is available

**Anderson Lounge (AL)**

* Seats 40 for lecture seating
* Sound system, screen and projector available; 1 wired, 1 wireless, & 1 wireless lapel mic available

**Christian Education Center (CEC)**

* Seats 30 for lecture seating
* No Sound system, screen or projector is available
* Not Available M-F 7:30 am- 5:30 pm

**Choir Room (CR)**

* Seats 40 in fixed tiered seating
* Piano is available
* No Sound system, screen or projector is available
* Food Service/Catering not allowed

**Setup and Tear Down/Cleanup**

This time is for you to provide table decorations, materials, etc. and cleanup after the event. It is not the time we need to setup/tear down tables and chairs.

**Days and Duration for Recurring Events**

Indicate the day of the week you are requesting and whether it is weekly or monthly. If monthly, please include which week, i.e. “first Monday”.

**Food Service/Catering**

In rooms where food service/catering is allowed (GR, CFC, AL, and CE), you are welcome to bring in your own light refreshments and beverages. For an additional fee, our kitchen is available for food plating and/or clean-up. Foods beyond light refreshments, including pre-made sandwiches, pizza, catered meals, etc are not allowed to be brought in. If you wish for more than light refreshments you must make arrangements through our preferred caterer. Only bottled water is allowed in rooms where food service/catering is not allowed.

**Insurance Requirement**

Please note that any group using our facilities MUST provide a Certificate of Insurance for liability coverage in the amount of $1,000,000.