

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 and food service/catering.

Name of Group/Organization: _____

Day & Date of Event: _____ Room Requested*: _____

Event Description: _____

of Attendees: _____ Event Start Time: _____ Event End Time: _____

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

Contact for Event: _____

Phone: _____ email: _____

Address: _____

- FPC Member/
Christian Organization Philanthropic Non-Profit
(must provide 501(c)(3) letter) Other _____
(social group, for profit, etc)

Event Details

Set-up Configuration
(Chairs for # of attendees included)
<input type="checkbox"/> Lecture/Conference _____ # 8' tables <input type="checkbox"/> Podium/Lectern <input type="checkbox"/> Other _____
<input type="checkbox"/> Meal/Reception _____ # 8' tables _____ # round tables (Incl 8 chairs) <input type="checkbox"/> Podium/Lectern <input type="checkbox"/> Other _____
<input type="checkbox"/> Combination/other _____ # 8' tables _____ # round tables (Incl 8 chairs) _____ # additional chairs <input type="checkbox"/> Podium/Lectern <input type="checkbox"/> Other _____

Sound/Technology
<input type="checkbox"/> Microphone(s) _____ # Wired Stationary _____ # Wireless Handheld
<input type="checkbox"/> Screen (CFC & AL only) <input type="checkbox"/> Projector (CFC & AL only) <input type="checkbox"/> Piano (SA, CH & CFC only) <input type="checkbox"/> Other _____

Food Service/Catering*
<input type="checkbox"/> We will not have any refreshments
<input type="checkbox"/> We will bring in light refreshments <input type="checkbox"/> We will not use the kitchen <input type="checkbox"/> We will need to use the kitchen
<input type="checkbox"/> We would like to have food catered
<input type="checkbox"/> We would like to serve wine \$50.00 fee
<input type="checkbox"/> 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. It is not the time we need to setup/tear down tables and chairs.

Food Service/Catering

In rooms where food service/catering is allowed (GR, CFC, AL, and CEC), you are welcome to bring in your own light refreshments and beverages. For an additional fee of \$50.00 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 want more than light refreshments you must make arrangements through our preferred caterer, Kay Bowman of Oh Kay Catering (805-284-1773; ohkaycatering@aol.com).

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. Such policy or policies shall name "First Presbyterian Church of Santa Barbara" as additional insured.