

Office Use:

Date Entered in Service U: _____

Confirmation #: _____

Requestor Notified: _____

TABLE USE REQUEST FORM

Dardenne Presbyterian Church

Person Requesting Table/Space: _____ Organization: _____

Phone No.: _____ Email Address: _____

Purpose for Table: _____

Place for Table: ___ Mission Hall ___ Salmon Hall (Tables not allowed in Narthex or Robinson Hall)

Date(s) Requested: _____

A maximum of three (3) Sundays per event can be reserved per DPC Facilities Usage Guidelines.

Requests should be made a minimum of two (2) weeks prior to the first date needed.

Table Needs: Please indicate below the **number** and **size** of table(s) requested. (Maximum number of tables is 3.)
Please also indicate the number of chairs needed.

4 Ft. Table: _____ 6 Ft. Table: _____ 8 Ft. Table: _____ Chairs: _____

Guideline for Use of Facilities
Attachment 3