

# Grace Memorial Episcopal Church

## REQUEST FOR ROOM RESERVATION

(Revised April 2022)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fill one:

\* Meeting

\*Event

\*Concert

\*Other

Name of Organization: (if applicable) \_\_\_\_\_

Organization Contact Person: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Day & Date: \_\_\_\_\_

Is your event repeating? \* Yes \* No

If so, how often would you like to do your event? (Weekly? Monthly?) \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Begin Setup Time: \_\_\_\_\_ Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_ End of Teardown Time: \_\_\_\_\_

Number of People (total): \_\_\_\_\_ No. Adults: \_\_\_\_\_ No. Children under 18: \_\_\_\_\_

Please check: \* Tickets will be sold to this event \* Freewill offering \* No charge to attend  
\* Open to the public \* Private event

**SPACE REQUESTED, SET-UP NEEDS, & EQUIPMENT NEEDS**

**SPACE(S) REQUESTED:**

- \* Sanctuary (250)
- \* Parish Hall/Community Center (capacity is 150+)
- \* Use of Kitchen
- \* Ella Brown Room (20+)
- \* Chapel (24)
- \* Children’s Place/Mason Burnham Room/ (30+)
- \* Choir Room (12-20)
- \* Opdenweyer/Conference Room (10–20)
- \* Nursery
- \* Parking Lot

What are your SET-UP needs? \_\_\_\_\_

\_\_\_\_\_

Please diagram or describe set-up:

**EQUIPMENT NEEDS:**

# of Long Tables: \_\_\_\_\_ # of Round Tables: \_\_\_\_\_ # of Folding Chairs: \_\_\_\_\_  
Other: \_\_\_\_\_

**TECHNOLOGY NEEDS:**

\* Please describe: \_\_\_\_\_

**INSTRUMENTS & LOCATIONS:** *(extra fee)*

*Piano & organ use must have prior approval from the Grace music staff.  
Unauthorized use of instruments may incur a penalty. Instruments are tuned twice a year.*

- \* The Prudence Edward Denney Memorial Steinway Piano – Sanctuary
- \* Casavant Organ, *Opus 3106, 1971* – Sanctuary
- \* Spinet Upright piano - Narthex
- \* Parish Hall Piano
- \* Chapel Piano/Organ

**OFFICE ACTION:** \* Space available as requested (A contract will be issued.) \* Space not available

\* Alternate space available \_\_\_\_\_ \* Event request declined

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_