**Committee:**      

Save this file to your computer, then type in gray areas (click in boxes) and they will get larger as needed.

THE WOODLANDS COMMUNITY  
PRESBYTERIAN CHURCH

Phone: 281-363-2040

Fax: 281-363-9166

Email: buildinguse@wcpc-tx.org

# **WCPC Events/Building Use Form**

(Includes off-site events)

**This event should be listed as:**      

**Name of group:**      

**Date Needed:**           

**Event Starts at:**            AM PM **Event Ends at:**            AM PM

**Setup will begin at:**            AM PM **Cleanup will end at:**            AM PM

**Nursery care needed\*:**  Yes  No **Estimate number of children expected**:

***\*The deadline to request nursery care is 2 weeks prior to the event.***

**Your Name:**            **Today’s Date:**

**Your Phone:**            **Your email:**

**Check Area Needed:** Parking Lot

Christian Ed Bldg, Room:            Kitchen Facilities

Room 100,101, 102, 103, 104, 105-Nursery (must include “Request for Use of Kitchen Facilities Form”)

Room 201, 202, 203, 206-Youth Room

Sanctuary  Fellowship Hall

Narthex:  Sanctuary Fellowship Hall  Parlor

Charles Hendricks Education Building:       Choir Room

Room 301 or 301A or 301B, 302, 303

Room 304, 305, 306

Room 307-Pre-K, 308-Toddlers, 309-Infants

Courtyard  Offsite:

**Room Setup:**

Single Table

Hollow Square:

U-Style:

Classroom:

Round tables:

Single table only for       (number of participants)

Hollow Square for       (number of participants)

U (three tables with open end) style for       (number of participants)

Classroom style for       (number of participants)

Round tables and chairs (8 per table) for       (number of participants)

Other, Draw Below —If you draw your setup below,

please bring your form to the church office:

**OFFICE USE**:

Date entered   
into computer:

Copy to:

You may submit your completed form by:

* Email to [buildinguse@wcpc-tx.org](mailto:buildinguse@wcpc-tx.org)
* Fax to 281-363-9166
* Drop it in the church office