

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 ends at:** _____ AM PM

Nursery Care Needed* **Yes/No** Estimated number of children expected _____

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

Your Name: _____ **Today's Date:** _____

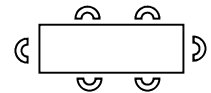
Your Phone: _____ **Your email:** _____

- Check Area Needed:**
- | | |
|--|---|
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Fellowship Hall |
| <input type="checkbox"/> Christian Ed Bldg: | <input type="checkbox"/> Sanctuary |
| Room 100,101, 102, 103, 104, 105-Nursery | <input type="checkbox"/> Narthex: <input type="checkbox"/> Sanctuary <input type="checkbox"/> Fellowship Hall |
| Room 201, 202, 203, 206-Youth Room | <input type="checkbox"/> Parlor |
| <input type="checkbox"/> Charles Hendricks Education Building: | <input type="checkbox"/> Choir Room |
| Room 301 or 301A or 301B, 302, 303 | <input type="checkbox"/> Courtyard |
| Room 304, 305, 306 | <input type="checkbox"/> Parking Lot |
| Room 307-Pre-K, 308-Toddlers, 309-Infants | <input type="checkbox"/> Offsite: _____ |

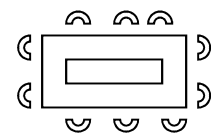
Room Setup:

- 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 unless you scan it:

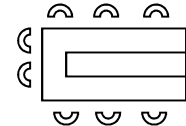
Single Table



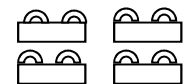
Hollow Square:



U-Style:



Classroom:



Round tables:



You may submit your completed form by:

- Email to buildinguse@wcpc-tx.org
- Fax to 281-363-9166
- Drop it in the church office

OFFICE USE:

Date entered into computer: _____

Copy to: _____