**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

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# **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
* Fax to 281-363-9166
* Drop it in the church office