Room Reservation Form
Fisher Hall - revised 5-23-11
First Presbyterian Church
801 Leavenworth Street
Manhattan, KS 66502
785-537-0518

NAME OF GROUP: ________________________________

CONTACT PERSON: ________________________________

PHONE NUMBER: ________________________________

TIME REQUIRED FOR ACTIVITY: ________________________________
(Start Time _________ End Time _________)

NUMBER OF PARTICIPANTS: ________________________________

ROOM(S) REQUESTED: ________________________________

DATE REQUESTED: ________________________________

SPECIAL INSTRUCTIONS
Indicate Lay-Out of function on back of reservation form
(please indicate equipment, supplies, and quantity needed)

Tables 5'round  8' rectangular table  Chairs  
Chalkboard  T.V.  VCR  
Easels  Microphones  Beverages  

• $2.00 charge per person for the use of paper products.
• (cups, plates, silverware, napkins, paper towel)

This reservation must be submitted at least one week before space is required.
The room should be left neat & clean after the function.

Building Use Fee (outside groups only) ________________________________

Your Signature ________________________________ Date: _________________

Approval by Administrative Assistant ________________________________ Date Received: _________________