

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)

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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: _____