

## Northridge Presbyterian Church Facilities Use Request Form

Responsible Individual Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Contact: \_\_\_\_\_

Group Name or Event Name: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Time Requested: \_\_\_\_\_

Recurrence: \_\_\_\_\_

Number of Attendees Expected: \_\_\_\_\_

Equipment Needed: (chairs, tables, AV equipment, etc.) \_\_\_\_\_

Room or Field location desired: \_\_\_\_\_

The Director of Operations will contact you to confirm space availability and equipment and contractual requirements. Please contact Suzanne Haynes at [suzanneh@northridgepc.org](mailto:suzanneh@northridgepc.org) with any questions.

We look forward to working with you!