

First Presbyterian Church
1965 Colfax Street
Concord, CA 94520
Ph. 925-676-7177 Fax 925-825-3357

FACILITY USE ARRANGEMENT DETAILS

Date: _____

Group
Name: _____

Contact
Person: _____

Phone number of contact person: _____

Please indicate your specific needs and draw/sketch below, the necessary room set up.

Table type & number: round: _____ rectangle: _____

Number of chairs: _____

Clean up by: Custodian: _____ Own Crew: _____

Kitchen Needed: _____ Hours: _____

***Please note policy change: Outside groups and church sponsored events must provide your own coffee/tea supplies and all paper products**

Check and/or add your needs:

Podium White Board Microphone VCR Child Care

Sketch