



Room Reservation Request Form

Wildwood Presbyterian Church

18630 W. Old Gages Lake Rd., Grayslake, IL 60030

p: 847-223-0073 f:847-223-3182 www.wildwoodpc.net

Office Manager E-mail - wildwoodpc@sbcglobal.net

Event/Activity Name: _____ Today's Date: _____

Contact Person: _____

Phone Numbers: _____

E-mail Address: _____

Date(s): _____ End Date: _____

Day(s) of the Week: ___Sun. ___Mon. ___Tues. ___Wed. ___Thur. ___Fri. ___Sat.

Start Time: _____ End Time: _____ Occurrence(s): _____ Single Event

Repeat Occurrences: _____ Daily _____ Weekly _____ Monthly _____ Annually _____ Other

Exceptions: _____

How many people are expected to attend? _____

Copy of Insurance Certificate Needed? Yes/No – If Yes - Please attach copy to this form

Room(s) Requesting:

- | | | |
|-------------------------------------|------------------------------------|----------------------------------|
| ___ Fellowship Hall {#52} | ___ BoKirk Library {#50} | ___ Sanctuary |
| ___ Gym {#60} | ___ Kitchen | ___ The Barn (choir room) {#45} |
| ___ Beach House {#44} | ___ Art Room {#35} | ___ Cinema{#34} |
| ___ 5 th Grade Room{#33} | ___ Drama Room {#32} | ___ High School Room{#40} |
| ___ Middle School Room (6){#41} | ___ Middle School Room (7){#42} | ___ Middle School Room (8) {#43} |
| ___ The Lighthouse{#30} | ___ The Kingdom {#20} | ___ Noah's Ark{#23} |
| ___ God's Garden Nursery {#24} | ___ Tiny Treasures Preschool {#21} | |
| ___ Parking Lot | ___ Outside – Where ? _____ | |

Or Meeting Offsite Location: _____

What Equipment is needed? ___ # of Chairs ___ # of Tables: Round or Rectangle ?
___ White Board ___ TV/VCR/DVD ___ Screen Other _____

Any A/V Support or Equipment Needed? Yes / No

If Yes – Is an A/V Tech Needed? Yes or No If yes, who _____

Special Instructions:

For Office Use Only:

Date Approved: _____ or Date Disapproved: _____ Reason _____

Total Fee \$ Amount Due _____ Deposit _____ Date Insurance Certificate Rec'd _____

Persons/Groups needed for approval by: Office Manager / Session / Pastor or Other: _____

WPC Representative to supervise event Needed? Yes/No If yes, who _____

Input on : ___ Public Calendar ___ Staff Only Calendar