



**PLEASE INCLUDE ONLY ONE MEETING/EVENT PER FORM**

## Organizational Information

Contact Name: \_\_\_\_\_ Telephone \_\_\_\_\_ Date Submitted \_\_\_\_\_

Organization \_\_\_\_\_ Committee or Group Name \_\_\_\_\_

## Scheduling Date and Time

Day of Week \_\_\_\_\_ Month/Day/Year \_\_\_\_\_ Setup Time (am/pm) \_\_\_\_\_ Start Time (am/pm) \_\_\_\_\_ End Time (am/pm) \_\_\_\_\_

## Room Preference (room capacity in parentheses)

- Assembly 1 (20)
- Assembly 2 (20)
- Assemblies 1 & 2 (50)
- Conference Room 1 (14)
- Conference Room 2 (14)
- Board Room (8)
- Dining Room Area (50)
- Livingroom (4)
- Lobby "Meadows" (variable)
- Lobby "Meadows" Table (8)

Approx. Number of Participants \_\_\_\_\_

For a special layout of chairs and tables, please see building superintendent

## Equipment Desired

- Conference phone
- Standard phone
- DVD/VCR and 25" TV
- PowerPoint/video projector
- Laptop for PowerPoint presentations
- 13" TV/VCR combo with auto replay
- Overhead projector
- Amplified lectern with attached & clip-on wireless microphones
- Internet access (high-speed, wired)
- Standard podium\*
- Extension cord\*
- Whiteboard easel and markers\*

\*There is not charge for these items

Contact Church Center staff about current pricing and equipment details at 612.870.3600

## Food Service

Building policy requires that no outside food or beverages be served in meeting rooms. All food arrangements must be made through the Franklin Terrace Café. The café is available to serve your needs for any meeting time and date. For a catering order form, please visit the café, send an email to [virgocatering@hotmail.com](mailto:virgocatering@hotmail.com) or call during business hours at 612.230.3235.

### IN THE EVENT OF MEETING CANCELLATION YOU MUST NOTIFY THE CAFE STAFF SEPARATELY.

The Café is also open from 9 AM to 2 PM weekdays for sandwiches, pizzas, salad bar and selected entrées.

We expect \_\_\_\_\_ event participants to eat lunch at the café.

We will provide participants with meal vouchers: \_\_\_yes \_\_\_no

**For more information contact 612.230.3235, [virgocatering@hotmail.com](mailto:virgocatering@hotmail.com), or visit [www.franklinterracecafe.com](http://www.franklinterracecafe.com).**

## Meeting Cancellation

Date of Cancellation Notice \_\_\_\_\_ Cancelled By: \_\_\_\_\_

### IN THE EVENT OF MEETING CANCELLATION YOU MUST NOTIFY THE CAFE STAFF SEPARATELY.

**NOTE: RETURN ENTIRE FORM (ALL CARBONS) TO RECEPTION DESK. YOU WILL RECEIVE A PINK COPY UPON CONFIRMATION.  
We will provide the cafe with the yellow carbon.**

Room(s) Assigned: \_\_\_\_\_ Rental Fee, if any \_\_\_\_\_ Hourly Fee: \_\_\_\_\_

Equipment Reserved: \_\_\_\_\_ Equipment Fee \_\_\_\_\_

FORM IS: Complete \_\_\_ Incomplete\_\_\_

Date \_\_\_\_\_ Staff \_\_\_\_\_ Information Needed: \_\_\_\_\_