



Room Use Reservation

2499 N. Helen Street, North St. Paul, MN 55109
Ph: 651-777-7451 Email: stmarks@stmarks-nsp.org

Committee/Organization: _____

Event Name: _____

Contact Person: _____ Contact Phone Number: _____

Contact Address: _____

Contact Email: _____

Date(s): _____

Set-up Time/Date (if different): _____

Event Time: _____ AM/PM to _____ AM/PM

Number attending: _____ Insurance Carrier: _____
Non-church groups only

Rooms (Check room(s) requested)

- Fireside Room Rees Hall Rees Hall Kitchen
- Chapel Fellowship Hall Fellowship Hall Kitchen
- Library Parking Lot Fellowship Hall Classroom
- Rees Hall Classroom – Large (102/103, 202, 203/204, 205/206, 207)
- Rees Hall Classroom – Small (102, 103, 203, 204, 205, 206)
- Sanctuary Narthex
- Youth Room Lower Level Classroom Other (requires approval)

Resources (additional charge may apply for non-church groups):

Please include a diagram of the set-up needed (tables, chairs, etc) on the back page.

_____ Banquet Tables # _____ Round Tables Podium

TV/VCR* TV/DVD*

Screen Microphone

Extension Cord Piano

Custodian (\$10/hr.) (* ministry only)

Coffee Maker/Filters (must bring your own coffee and supplies)

Other (please describe)

Signature of Organization Representative

Date