



Saint Mark's
Evangelical Lutheran Church

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): _____

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

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

Number attending: _____ Insurance Carrier: _____

Non-church groups only

Rooms (Check room(s) requested)

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

Resources (additional charge may apply):

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

_____ Banquet Tables # _____ Round Tables Podium

Easel Extension Cord

Screen Microphone

TV/VCR TV/DVD

Piano

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

Other (please describe)

Signature

Date