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## St. George's Church Facilities Use Form

**Event:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

**Is this a recurring meeting?:** \_\_\_\_\_ **If yes, dates not meeting:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **Exterior Doors Unlocked:** \_\_\_\_\_

**End Time:** \_\_\_\_\_ **Exterior Doors Locked:** \_\_\_\_\_

*Note: after business hours enter foyer near church offices*

**Pre/Post Event Set-Up Time needed (excluding tables and chairs):** \_\_\_\_\_

**Number of people attending:** \_\_\_\_\_ **Will you serve food?** \_\_\_\_\_

**Event Coordinator:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Event Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

*(if different from event coordinator)*

**Notes:** \_\_\_\_\_

### Set-Up Needs

*Please circle items needed and fill in the quantity if applicable.*

Round table	_____	Lapel Microphone	_____
Rectangle table	_____	<i>(Nave, Hampton/Johnson Halls)</i>	
Card table	_____	Hand-held Cordless Microphone	_____
Table cloth		<i>(Johnson Hall)</i>	
Chairs - stacking, red folding	_____	Plug-in Microphone	_____
Coffee		<i>(Nave, Hampton/Johnson Halls)</i>	
Water		Floor Microphone Stand	
Cookies		Portable PA Sound System	
Kitchen Use		Built-in PA Sound System	
Sexton Support		<i>(Nave, Hampton/Johnson Halls)</i>	
Book of Common Prayer	_____	Built-in Projector	
Hymnals	_____	<i>(Hampton/Johnson Halls)</i>	
Bibles	_____	Built-in Projection Screen	
Podium		<i>(Hampton/Johnson/Akers Halls, Dandridge A &amp; B)</i>	
TV/DVD on Cart		CD Player/Boom Box	
TV/VCR on Cart		Smart Board	
DVD Player		Flip Chart with Easel	
VCR		Easels	_____
Laptop Computer		Grand Piano	
Portable LCD Projector		Electric Piano	
Slide Projector		Extension Cords	_____
Overhead Classroom Projector		Music Stands	_____
Portable Projection Screen			

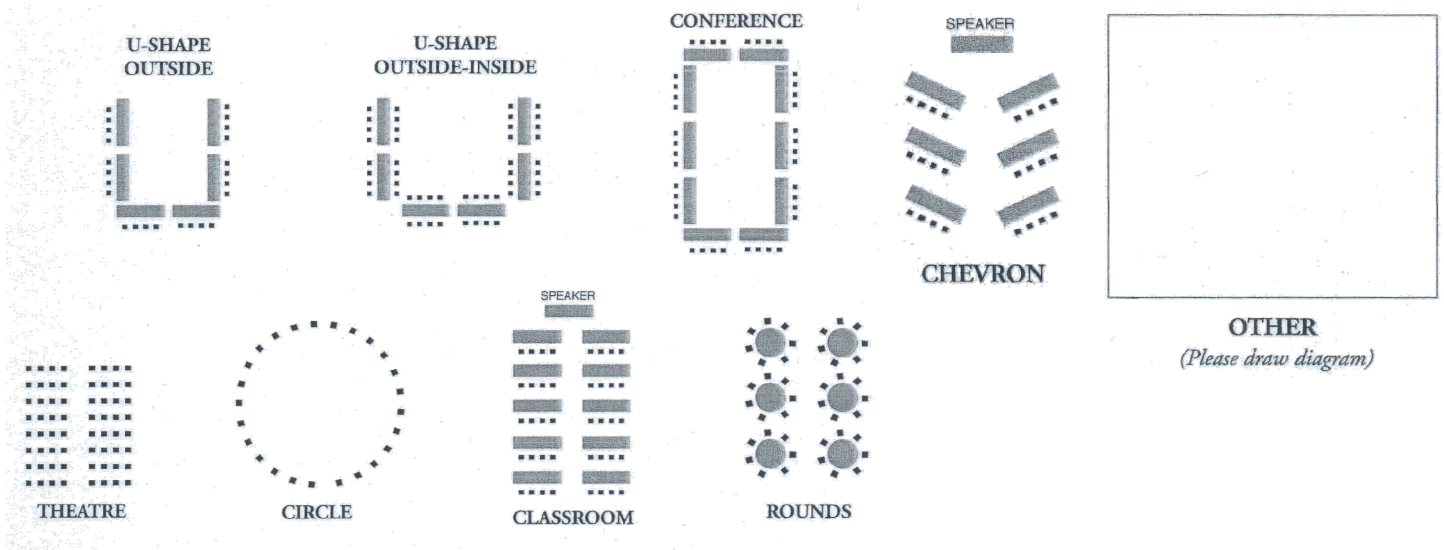
Print Name \_\_\_\_\_ Date \_\_\_\_\_

## Meeting Rooms & Capacity

	Conference	Classroom	U Shape w/ Table	U Shape Chairs	Chevron	# of Tables (People) Rounds	# of Tables (People) Rectangle	Theatre	Circle	Standing Reception
Hampton Hall	30	150	50	70	95	17 (170)	19 (152)	250	60	300
Johnson Hall	30	100	50	60	75	11 (110)	15 (120)	200	60	200
Gathering Space	12	n/a	10	15		3 (16)	4 (32)	20	15	30
Bride Family Room	10	10	8	20		2 (16)	3 (24)	25	20	25
Library	11	n/a	n/a	n/a		1 (8)	2 (16)	n/a	n/a	20
Conference Room	15	n/a	n/a	n/a		n/a	n/a	n/a	n/a	
Dandridge A	30	20	25	30	25	4 (28)	5 (35)	45	25	35
Dandridge B	30	40	40	50	35	6 (48)	6 (48)	60	30	50
Dandridge A & B	45	60	65	70	60	10 (70)	13 (70)	100	55	90
Room 206	12	8	8	15		1 (10)	2 (12)	20	15	
Akers Hall	30	50	55	65	60	6 (48)	12 (80)	100	50	100
Room 209	12	8	8	15		2 (14)	4 (24)	20	15	
Room 210	12	8	8	15		2 (14)	4 (24)	20	15	
Room 209 & 210	24	16	16	30		4 (28)	8 (48)	40	30	
Room 211	12	8	8	15		1 (10)	2 (12)	20	12	

Meeting Space Requested: \_\_\_\_\_

## Room Set-Up



Please circle the room set-up you will need. You will need to complete a separate form for each room.

Print Name \_\_\_\_\_ Date \_\_\_\_\_