

ST. PAUL'S EPISCOPAL CHURCH  
315 E. Main Street  
Mailing Address: 116 N. Academy Street  
Murfreesboro, TN 37130  
615-893-3780

Added By \_\_\_\_\_

Date: \_\_\_\_\_

Revisions By \_\_\_\_\_

Date: \_\_\_\_\_

E-Mail: [stpaul@bellsouth.net](mailto:stpaul@bellsouth.net) / Web Page: [stpaulsmboro.org](http://stpaulsmboro.org)

**CHURCH CALENDAR / FACILITIES USE REQUEST FORM**

DATE OF REQUEST: \_\_\_\_\_

EVENT DAY/DATE: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

TYPE OF EVENT: \_\_\_ meeting \_\_\_ meal \_\_\_ concert \_\_\_ wedding circle: Nave or Chapel other \_\_\_\_\_

Weddings: Reception Here: YES or NO Set-up Time Requested: \_\_\_\_\_

Rehearsal YES or NO Date: \_\_\_\_\_ Time: \_\_\_\_\_ Nave/or Chapel  
(circle one)

Rehearsal Dinner at St. Paul's: YES or NO

RESPONSIBLE PERSON/GROUP: \_\_\_\_\_ MINISTRY TEAM: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_ Confirmed by: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_

Mailing address - if not St. Paul's member: \_\_\_\_\_

REQUESTED TIMES: Event begins: \_\_\_\_\_ am/pm Begin Set-up: \_\_\_\_\_ am/pm  
Event ends: \_\_\_\_\_ am/pm Clean-up finished by: \_\_\_\_\_ am/pm

One time Event: day/date \_\_\_\_\_

Recurring Event:

\_\_\_ Weekly

\_\_\_ Sun \_\_\_ Mon \_\_\_ Tues \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat

\_\_\_ Monthly

\_\_\_ Sun \_\_\_ Mon \_\_\_ Tues \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat

(Week of each month) \_\_\_ 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ Last

Start date \_\_\_\_\_ End date \_\_\_\_\_

REQUESTED ROOM: \_\_\_ Wall Building \_\_\_ Parish Hall \_\_\_ Kitchen \_\_\_ Narthex \_\_\_ Choir Room  
\_\_\_ St. Andrews Chapel \_\_\_ Student Ministry Center \_\_\_ Nave \_\_\_ Other \_\_\_ Off Campus Event

(\* Rm Assigned by church or location of off campus event \_\_\_\_\_)

**DO NOT BOOK NURSERY ROOMS FOR WEDDING CHANGES...BOOK WALL BLDG. FOR THE MEN AND PARISH HALL AND/OR SMALLER ROOMS FOR THE LADIES.**

NUMBER OF PEOPLE EXPECTED: \_\_\_\_\_ \*\*Attach Key form if key is being hecked out.)

**AUDIO/VISUAL EQUIP./SET-UPREQUEST**

**SOUND:**

\_\_\_ Nave

\_\_\_ St. Andrew's Chapel

\_\_\_ Student Ministry Center

\_\_\_ Parish Hall

**EQUIPMENT:**

\_\_\_ Overhead projector

\_\_\_ TV/VCR

Other Equipment \_\_\_\_\_

**SET-UP:**

\_\_\_ # of tables needed

\_\_\_ # of chairs at each table

**CHECKLIST FOR WEDDINGS**

Date and time of the wedding? \_\_\_\_\_

Nave or Chapel? (circle)

Reception Here at St. Paul's? Yes or No (circle)

Reception Set-up Date: \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Nave or Chapel? (circle)

Rehearsal Dinner? Yes or No (circle)

Rehearsal Dinner Set-up Time: \_\_\_\_\_

How many attendants? \_\_\_\_\_

Communion? Yes or No (circle)

How many guests are expected? \_\_\_\_\_

Officiating? \_\_\_\_\_

Flowers/Juanita or Polk? \_\_\_\_\_

Music/Angela or Polk? \_\_\_\_\_

Photographer: Yes or No If so, who \_\_\_\_\_

**Have these folks/teams been notified?**

Altar Guild—Martha Worley, Sue Koechlein

Wedding Team—Beverly Calder, Denise Esker, etc...

Music—Angela

Flowers—Juanita

**FOR OFFICE USE ONLY**

Date Approved: \_\_\_\_\_ Date Added To Master Calendar: \_\_\_\_\_

Approved By: \_\_\_\_\_

Revisions Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Fee to be charged \_\_\_\_\_ Received \_\_\_\_\_ Waived: \_\_\_\_\_