



Room Use Reservation Form

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

Committee/Organization: _____ Today's date _____

Event Name: _____

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

Set up Date (if different): _____ Time: _____ AM/ PM to _____ AM/ PM

Number Attending _____

Insurance Carrier: _____

(Non-church groups only - groups of 30 or more must submit a Certificate of Insurance)

Rooms requested (please select)

- Rees Hall Rees Hall Kitchen Sanctuary Narthex Chapel
- Rees Hall Classroom – Large 102-103 203-204 205-206
- Rees Hall Classroom – Small 102 103 203 204 205 206 207
- Fellowship Hall Fellowship Hall Kitchen Fellowship Hall Classroom
- Fireside Room Library Youth Room Fire pit
- West Parking Lot North Parking Lot Offsite 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 # _____ Chairs

- Zoom TV TV/DVD Piano
- Projector Screen Microphone
- Podium Other - please describe _____

Contact Person: _____ Phone _____

Email: _____