



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: _____ Date: _____

Event Name: _____

Date(s): _____

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

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

Number attending: _____

Insurance Carrier: _____
Non-church groups only

Rooms (Check room(s) requested)

- Rees Hall Rees Hall Kitchen Sanctuary Narthex
- Rees Hall Classroom – Large 102/103 203/204 205/206 207
- Rees Hall Classroom – Small 102 103 203 204 205 206
- 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):

- Zoom TV (Rooms 203/204) TV/DVD Extension Cord
- Screen Microphone Piano Podium
- Coffee Maker/Filters (must bring your own coffee and supplies)
- Other (please describe)

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

_____ Banquet Tables # _____ Round Tables # _____ Chairs

Contact Person

Phone

Email