

PLTS Facilities Reservation Request Form

For Internal Use

(Revised 31 January 2011)

To be submitted to the Office of the Deans.

Today's Date:

Contact Information:

Please enter your contact information below. Please fill out a separate Audio-Visual Request Form for audio-visual needs.

Name: Department:

Course/Event:

Phone: () E-mail:

Affiliate

Affiliates are defined as current and retired employees; current GTU employees; current and former Board members of PLTS; current PLTS students; alumni of PLTS; and staff of ELCA congregations, synods, or church-wide organizations. Meetings related to school business that are held during regular working hours are not charged.

Facilities Requested:

Please consult the Facilities calendar before determining reservation needs. Check the facilities you require and indicate the dates and times of proposed use for each facility. Select the appropriate set-up option. Please note that we cannot guarantee personnel for facilities set-up and/or clean-up. Should personnel not be available, the instructor teaching the course or department hosting the event is responsible for any facilities set-up and/or clean-up. (Reservations held outside of normal business hours are based on 6 hours).

Chapel Date: Start Time: End Time:

Chapel Classroom Date: Start Time: End Time:
 Boardroom Classroom Banquet Setting

Great Hall Date: Start Time: End Time:
 Boardroom Classroom Circle Banquet Setting

Vaulted Classroom Date: Start Time: End Time:

Giesy 1 Date: Start Time: End Time:
 Boardroom Classroom Circle

Giesy 2 Date: Start Time: End Time:

Sawyer Dining Hall Date: Start Time: End Time:
 Boardroom Classroom Circle Banquet Setting

Sawyer Kitchen Date: Start Time: End Time:

For PLTS Use Only

Date Booked on Calendar _____

Booked by _____