

PLTS Facilities Request

Contact Info

Today's Date: _____
 Event Name/Department _____
 Event Date(s) _____
 Contact Person _____
 Phone Number _____
 E-Mail _____

PLTS or Affiliate

Non-Affiliate

Affiliates are defined as current and retired employees, current GTU employees, current and former Board members of PLTS, current PLTS students, graduates of PLTS, 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 Required: Please check the facilities required. Indicate all dates and times of proposed use for each facility. Select the appropriate set-up option. (Reservations held outside of normal business hours are based on 6 hours).

<input type="checkbox"/> Chapel	Date _____	Start Time _____	End Time _____
<input type="checkbox"/> Chapel Classroom	Date _____	Start Time _____	End Time _____
<input type="checkbox"/> Boardroom	<input type="checkbox"/> Classroom	<input type="checkbox"/> Circle	<input type="checkbox"/> Banquet Setting
<input type="checkbox"/> Great Hall	Date _____	Start Time _____	End Time _____
<input type="checkbox"/> Boardroom	<input type="checkbox"/> Classroom	<input type="checkbox"/> Circle	<input type="checkbox"/> Banquet Setting
<input type="checkbox"/> Vaulted Classroom	Date _____	Start Time _____	End Time _____
<input type="checkbox"/> Giesy 1	Date _____	Start Time _____	End Time _____
<input type="checkbox"/> Boardroom	<input type="checkbox"/> Classroom	<input type="checkbox"/> Circle	
<input type="checkbox"/> Giesy 2	Date _____	Start Time _____	End Time _____
<input type="checkbox"/> Sawyer Dining Hall	Date _____	Start Time _____	End Time _____
<input type="checkbox"/> Boardroom	<input type="checkbox"/> Classroom	<input type="checkbox"/> Circle	<input type="checkbox"/> Banquet Setting
<input type="checkbox"/> Sawyer Kitchen	Date _____	Start Time _____	End Time _____

Event Info

Business Hours

Evening/Weekend

Event Name _____ Number of persons attending _____

Start date _____ End Date _____

Start time _____ End Time _____

Key host _____ Sound Technician _____

Resources for Presentations: Please, check the resources you require:

Whiteboard

LCD Projector & Screen

Sound System(Chapel Only)

VCR

DVD

Please note that if you require a sound technician to be present during the event, there will be an additional charge.

Please provide a diagram below detailing where you require the presentation resources or microphones:

Guestrooms

Arrival Date _____ Arrival Time _____
Departure Date _____ Departure Time _____

Please check the boxes for the rooms you require.

- | | | | |
|-----|--------------------|----------------------------------------------------|------------------------|
| ___ | Bay Room | @ \$75.00 per night
(Based on double occupancy) | Number of Guests _____ |
| ___ | Canyon Room | @ \$70.00 per night
(Based on double occupancy) | Number of Guests _____ |
| ___ | Bunkhouse | @ \$25.00 per night
(per person) | Number of Guests _____ |

Additional or special hospitality arrangements and pricing need to be discussed with the facilities coordinator.

Please note that our campus is in a remote residential area with no restaurants within walking distance. There is no regular seminary food service. The Guestrooms have a fridge, a microwave and a coffee pot.

Event Transportation

The PLTS Looper service is available for PLTS events only.

The availability of the Looper service is to be confirmed by the Looper Transport Coordinator.

Please note that the Looper is only available subject to its schedule and availability of drivers.

I wish to request the use of the Looper for this event.

Date _____ Arrival Time _____ Departure Time _____

Catering

If your event involves food, please select one of the following options:

- I will make my own arrangements for catering through a private caterer.
- I wish to request the PLTS Lunch Ladies to provide catering.

If you wish to request the PLTS Lunch Ladies, please complete the section below:

Please be advised that the Lunch Ladies are PLTS students with limited availability.

The availability of the Lunch Ladies is subject to confirmation.

Any arrangements with the Lunch ladies will need to be coordinated through the Facilities Coordinator.

If you are requesting Lunch Ladies, please provide details for each meal requested:

Date food is required

Time

Place

Type of Meal

- Coffee Service
- Pastries & Fruit
- Lunch
- Wine & Cheese
- Dinner

Please add any comments below:

Independent food service

The businesses below are not affiliated with PLTS. They are independent companies we have used in the past. If you wish to use independent caterers, you are responsible for all arrangements.

Please contact the caterers below directly.

Rick & Ann's

www.rickandanns.com
2922 Domingo Avenue, Berkeley, CA 94705
Phone: 510 649 0869

Sunrise Catering

1375 S California Blvd, Walnut Creek, CA 94596
Phone: 925 930 6323

La Vals Pizza

www.lavalspizzabbq.com
521 Mitchell Drive, Dublin, CA
Phone: 925 828 5288

West Coast Pizza

1706 University Avenue, Berkeley, CA 94703
Phone: 510 841 9378

Brewed Awakenings

1807 Euclid Avenue, Berkeley, CA 94709
Phone: 510 540 8865

Stuffed Inn

1829 Euclid Avenue, Berkeley, CA 94709
Phone: 510 849 0378

Please return the completed form to Facilities Coordinator in one of the following ways:

Email to housing@plts.edu

Fax to 510 559 2757

Snail Mail: PLTS/ Facilities, 2770 Marin Avenue, Berkeley, CA 94708.

If you have an agenda, please attach it to the completed form. Please do not hesitate to contact the office at 510 559 2745 or email if you have any questions.