

# Facility Use Request

## Requestor Information

Name \_\_\_\_\_ Date \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

## Event Contact Information (if different than requestor)

Name \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

## Event Clean-up Team Lead (if different than requestor)

Name \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

## Event Security (if different than requestor)

Name \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

## Event Information

Event Name \_\_\_\_\_  
Ministry \_\_\_\_\_

Event Purpose

*Provide brief description how this event supports the ministry*

Number of Participants \_\_\_\_\_ Number of Staff \_\_\_\_\_

## Event Details

Date of Event \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
Setup Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

## Recurring Event Details

Is this a recurring event? \_\_\_\_\_ Frequency of the event \_\_\_\_\_

## Rooms and Equipment

Room(s) Requested	<i>List all rooms, including restrooms and entry ways, you need access to</i>
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## Indicate quantity of each of the following you will need (you are responsible for setup and tear down)

_____ TV (limited availability)	_____ Overhead Projector and Screen (1 available)
_____ VCR (limited availability)	_____ Rolling Dry Erase Board (3 available)
_____ DVD (limited availability)	_____ Extension Cord
_____ Music Stands	_____ Easel
_____ Tables Circular	_____ Tables Rectangular
_____ Chairs	_____ Other

### Notes:

1. Please provide Update and/or Power Point Promotion to [Colette Richardson](#).
2. If you want to promote your event with a display table in the atrium see reverse side.
3. If you plan to use the kitchen see reverse side.
4. Each event is responsible for cleaning of areas used and trash removal.
5. If you need access to the media system in the sanctuary, contact [Colette Richardson](#).

# Facility Use Request

## Kitchen Reservation

Do you need paper products?    Yes        No   

\_\_\_\_\_ Cups                      \_\_\_\_\_ Forks                      \_\_\_\_\_ Spoons  
 \_\_\_\_\_ Plates                      \_\_\_\_\_ Knives                      \_\_\_\_\_ Other

If you have special requests or questions regarding the kitchen, please contact  
 Karla Pemberton

## Atrium Promotion

Will you need a table in the Atrium for promotion?    Yes        No   

*NOTE: We have certain areas established for promotion tables or donation collections.  
 All tables are required to have a table covering and displays to be maintained.*

Dates you will need this table and space for?            Start        End   

What size table?    4 foot        6 foot   

Do you need a table covering?                      Yes        No   

Will you need an easel for a sign?                      Yes        No   

Will you be collecting donated items?    Yes        No                Food        Clothing   

*NOTE: We provide containers and their liners to match table coverings.*

What Size Container?    Larger        Medium        Small   

*NOTE: All containers should be emptied and display maintained weekly.*

Also, we would appreciate your removing any materials or items that belong to you after morning service on the last date you are using the table(s).

Once you have completed this form, please turn it in to Colette Richardson at the Church

### Office Use Only

Action	Date		
Approved and Scheduled		Assigned to	
Not Approved		Reason	
Authorized by:			Date