



Facility Use Request Form

(Please complete and put in the Church Office Mailbox or take to the Church Office)

Event Date _____ Day of the Week _____

Event Title _____

Activity/Purpose _____

Approximate # Attending _____

Pastor Overseeing Event _____

Date Completed _____ Form Completed by _____ Phone _____

Ministry/ Group Hosting Event _____

Rooms/Areas Needed

___Worship Center ___Family Center ___Chapel ___Church Office

___Common Grounds ___Nursery ___Grassy Area ___Playground

Class Rooms ___2 ___3 ___4 ___5 ___6 ___7 ___8 ___9 Other _____

Set-up Day & Time

Event Begins

Event Ends

Clean-up Time

Person in Charge (Contact Person) _____ Ph. _____

Key/Alarm Code

Does someone working with you have a key and any necessary alarm codes? ___ If so, who? _____

Kitchen Are you planning to serve food and/or a beverage? If so, what are you serving? Please **No Colored Punch**

___Stove ___Convection Oven ___Hobart Dishwasher ___Coffee Pot(s)

___Tablecloths ___Chafing Dishes ___Pans/Trays/Crockpots ___Dishes/Glassware/Flatware

___Paper Plates, Napkins, Plasticware, etc. Other _____

Will you need room in the refrigerator or freezer? _____ Will you need ice from the ice machine? _____

Equipment: If you need to move furniture, deacons benches, bulletin boards, etc., you must let us know prior to your event; it will help us be better stewards. If you move anything please put it back. Thank you.

___# of Chairs ___# of Round Tables # of ___Plastic or ___Wooden "Conference Tables"

___Overhead ___Screen ___TV ___VCR ___DVD

___LCD Projector ___Tape Recorder ___CD Player ___Microphone ___Speakers

___Monitors ___Lighting ___White Board ___Bulletin Board ___Flags

___Lattice (Fellowship Hall) ___Deacons' Benches/Bulletin Boards

Other _____

Please

Leave the room(s) clean and ready for use.

Thursday Friday or Saturday events

there may be additional cleaning required so room(s) are ready for Sunday.

Do not stand on the furniture. There is a step ladder behind the dutch-door in the dishwasher area.

Do not leave ***anything*** at the church after your event.

No food, condiments, items people need to pick-up, etc.

Questions / Comments

Office Use Only

Calendar conflicts No _____ Yes _____

Information to be given to event contact person:

Approved by: _____

Date: _____

Facility Director Contact : _____

Date: _____

Date & Time for meeting _____

Facility condition following event: _____
