

FACILITIES REQUEST FORM

Instructions:

1. Fill out this form.
2. Return to office for approval & calendaring.
3. **If fees apply**, you will receive a fee schedule in writing.
4. If approved, the contact person will be notified.

Date Office Received Form:

**Contact Keith Cayton
At 474-1500 if needed.**

Event: _____ **On-Going?** _____

Group: _____

Contact Person: _____ **Phone Number:** _____

Date: _____ **Event Time:** _____

Your Arrival Time: _____ **Departure Time:** _____

Set Up Date/Time (if different from above) _____

FACILITIES NEEDED:

- | | | |
|---|-----------------------------------|---|
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Room 100 | <input type="checkbox"/> Room 300 |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Room 103 | <input type="checkbox"/> Room 302 |
| <input type="checkbox"/> Parlor | <input type="checkbox"/> Room 104 | <input type="checkbox"/> Room 304 |
| <input type="checkbox"/> Coffee Area | <input type="checkbox"/> Room 105 | <input type="checkbox"/> Choir Room |
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Room 106 | <input type="checkbox"/> Youth Meeting Room |
| <input type="checkbox"/> Narthex | <input type="checkbox"/> Room 108 | <input type="checkbox"/> Youth Room #1 |
| <input type="checkbox"/> Conference Room #1 | <input type="checkbox"/> Room 203 | <input type="checkbox"/> Youth Room #2 |
| <input type="checkbox"/> Church Library | <input type="checkbox"/> Room 205 | <input type="checkbox"/> Youth Room #3 |
| <input type="checkbox"/> Playground area | <input type="checkbox"/> Room 207 | <input type="checkbox"/> Field |
| <input type="checkbox"/> Other _____ | | |

EQUIPMENT & SERVICES NEEDED:

- | | | |
|---|---|---|
| <input type="checkbox"/> Tables: Banquet: # _____ | <input type="checkbox"/> Stage | |
| Round: # _____ | <input type="checkbox"/> Paper plates# _____ | <input type="checkbox"/> Video Projector |
| <input type="checkbox"/> Serving tables | <input type="checkbox"/> Dessert plates# _____ | <input type="checkbox"/> Computer for Power Point |
| <input type="checkbox"/> Chairs: # _____ | <input type="checkbox"/> Paper bowls # _____ | <input type="checkbox"/> TV/VCR/DVD |
| <input type="checkbox"/> Microphone: Lapel: # _____ | <input type="checkbox"/> Styrofoam cups # _____ | <input type="checkbox"/> Projection Screen: |
| Handheld: # _____ | <input type="checkbox"/> Plastic Cups # _____ | small/medium/large? |
| <input type="checkbox"/> Podium | <input type="checkbox"/> Plastic forks # _____ | <input type="checkbox"/> BBQ pit |
| <input type="checkbox"/> Podium with Microphone | <input type="checkbox"/> Plastic Spoons # _____ | <input type="checkbox"/> Nursery: Age range _____ |
| <input type="checkbox"/> Ice/Ice chests | <input type="checkbox"/> Plastic knives # _____ | # of children _____ |
| <input type="checkbox"/> Drink Igloos | <input type="checkbox"/> Paper Napkins # _____ | <input type="checkbox"/> Other: _____ |

PLEASE INDICATE WHO WILL BE RESPONSIBLE FOR THE FOLLOWING:

Person/Group designated to set up: _____ Person/Group designated to tear down: _____

Person designated to unlock: _____ Person designated to Secure Building: _____

DRAW A DIAGRAM OF THE ROOM SET-UP ON BACK!