

# Building Request for Church Facilities

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| Admin |
|       |
|       |

## 1) Contact Information

Name \_\_\_\_\_ Organization \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_ Contact Phone \_\_\_\_\_

## 2) Event Details

Event \_\_\_\_\_ Proposed Date(s) of Use \_\_\_\_\_

Set-up Time: \_\_\_\_\_ am/pm Time of Actual Event: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

Is this event open to the public? Y or N (fees cannot be charged for event) # of people \_\_\_\_\_

Is this a: *(circle one)* One Time Event or Recurring? If recurring, how often? \_\_\_\_\_

## Operational/Support Services Required:

Weekday Set-up \_\_\_ Weekend Set-up \_\_\_ No Set-up Required \_\_\_

Chairs # \_\_\_\_\_ Round Tables # \_\_\_\_\_ 8' Tables \_\_\_\_\_ Chairs per table \_\_\_\_\_

Black Table Cloths # \_\_\_\_\_ Podium: Y or N PA System: Y or N

Audio Visual Tech Support (Media) Y or N

If yes, explain \_\_\_\_\_  
 \_\_\_\_\_

## Which Room(s) are you requesting? Check all that apply

|                |          |          |                       |
|----------------|----------|----------|-----------------------|
| Sanctuary      | Café     | Playroom | 1 <sup>st</sup> – 2nd |
| Green Room     | Chapel   | Toddlers | 3 <sup>rd</sup> – 4th |
| Conference     | Fireside | 3's      |                       |
| Main Hall      | Kitchen  | 4's/5's  |                       |
| Annex - Fusion | Nursery  | K-5      |                       |

## 3) Outside Services:

Will there be rental materials delivered? Y or N If yes, from whom? \_\_\_\_\_

Will food be served? Y or NO If yes by? \_\_\_\_\_ Time of Delivery \_\_\_\_\_ AM/PM  
 on \_\_\_\_\_

4) Please sign and date below acknowledging that you have both read and agreed to the Building Rental Policies and Agreement Form

Signature \_\_\_\_\_ Date \_\_\_\_\_