

DATE SUBMITTED: ___/___/___

Rcv'd by: _____

Facility Use Request

Pastor Approval: _____

Event _____

Beginning Date/Time ___/___/___ @ ___:___ am/pm (set-up at ___:___ am/pm)

Ending Date/Time ___/___/___ @ ___:___ am/pm (bldg vacated by ___:___ am/pm)

Primary Purpose(s): fellowship outreach training Other _____

Group(s): All Church Group _____ Other _____

Event/Project Leader _____

Phone #: _____ - _____ - _____ E-mail: _____

Secondary Contact & Phone # _____

Advertising to begin: (date) ___/___/___ ~OR~ None ("private" event)

- Sunday Worship Folder Announcements – *write in space on back of form*
- Website &/or Facebook Sunday Morning PowerPoint
- Poster(s) in Fellowship Hall Banner in the church yard (*provided by Event Leader*)
- Other _____

Advertising to be overseen / prepared by _____

**** A minimum \$50.00 fee (amount based on rooms &/or equipment usage, indicated below, being requested) is due at time of scheduling ****

- Facility &/or Equipment**
- Admin Bldg's Main Meeting Room Admin Bldg's Conference Room
 - Main Bldg's Library Nursery
 - Corner Class-Room Combined Class Room(s)
 - Youth Room Fireside Room
 - Sanctuary Fellowship Hall
 - Kitchen (supervised by: _____)
Appliances needed _____

- Round (or) Rectangular Tables set for (#) _____ people
- Chairs only set for (#) _____ people
- Sound System - Video/Presentation, operated by: _____
(Must be a church tech unless pre-authorized)
- Other, specify: _____

Set-up By: _____

Clean-up By: _____

**** Note: unexpected Church functions (i.e., funeral) take precedence over all other activities ****