

# Facility Request Form

Today's Date \_\_\_\_\_  
(should be 2 weeks prior to event)

Event Date(s) \_\_\_\_\_

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

Person Requesting \_\_\_\_\_  
 Telephone # \_\_\_\_\_  
 E-Mail \_\_\_\_\_

Times Facility is needed:

Start \_\_\_\_\_ Finish \_\_\_\_\_ Actual time of Event: \_\_\_\_\_

Name of Person opening the building (if applicable): \_\_\_\_\_

Name of Person(s) in charge of *Clean-up* and *Reset* of the building: \_\_\_\_\_

(Custodial services could require extra costs)

Name of Person to close the building and arm the alarm (if applicable): \_\_\_\_\_

**Important:** In the event of cancellation, PLEASE alert the Director of Facilities as soon as it is known.

### Facility Rooms: Check all rooms needed

(Please include rooms you need for changing rooms/temporary storage/etc.)

B-101	C-101	C-102	C-103	C-104	C-105	C-106B	C-107
C-109	C-113	C-114	C-116	130	131- A	131-B	131-C
134	137	Library	Foyer	Kitchen	Main Street		
Youth Wing Hallway	Sanctuary	Greenroom	Youth Center	Elder/Deacon			
Stove/Oven _____	<small>(Need to arrange lighting)</small>	Café (Need Café staff)	Parking lot	Pavilion			

**If you need items from other locations in the building they need to be reserved: they may be already scheduled by others.**

Facility Resources needed:

# 4' tables \_\_\_\_\_ # 6' tables \_\_\_\_\_ # 8' tables \_\_\_\_\_ # chairs \_\_\_\_\_

# Large round tables \_\_\_\_\_ notes: \_\_\_\_\_

#### **Tech Related Needs:**

(Tech services require extra costs)

TV's \_\_\_\_\_ VCR \_\_\_\_\_ DVD \_\_\_\_\_ Projector/Screen \_\_\_\_\_ Sound \_\_\_\_\_ Internet \_\_\_\_\_

Approval: \_\_\_\_\_

Date Reserved on Calendar: \_\_\_\_\_

Notes: