



FACILITY USE REQUEST FORM

New Event Update Scheduled Event Cancel Scheduled Event Today's Date*[1] _____

Contact Person _____ Phone w/Area Code _____

Email Address _____ Group/Ministry _____

Is a pastor or staff member aware of this event? If so, who? _____

Event Name _____ Estimated Size of Group: Adults _____ Children _____

Event Date(s) From _____ To _____ One time only? yes no

Arrival/Set Up Time*[2] _____ a.m. p.m. Event Begins _____ a.m. p.m.

Event Ends _____ a.m. p.m. Departure/Cleanup Time _____ a.m. p.m.

Room(s) Requested*[3] _____

If this is a recurring event, please indicate the pattern below or list individual dates:

- Weeks: All 1st 2nd 3rd 4th 5th Last Every Other
- Days: All Sun Mon Tues Wed Thurs Fri Sat
- Months: All Jan Feb Mar Apr May June
- July Aug Sept Oct Nov Dec

Please list schedule exceptions (i.e. Christmas, spring break, etc.) Always notify the church office of changes or cancellations.

Set-Up Needs (Quantity):

Tables 18"x96" _____ 30"x96" _____ 48" Round _____ 60" Round _____ Chairs _____

Special Needs:

- TV/VCR/DVD Tech Support*[4] Podium Kitchen Other _____
- Video/Computer Projector Portable Sound System Stool Kitchenette _____
- Overhead Projector Microphone Piano Nursery _____

Remarks _____

***NOTES**

- 1) To enable best coordination and service, please submit a facility request at least one week prior for a simple event, earlier if possible. Multi-week and major events require more advanced planning.
- 2) Please indicate the earliest time you will need to arrive for set-up. The assigned room(s) may not be available before this time due to other activities or preparation.
- 3) Room Assignment: To best provide for your event and others, the facilities staff will consider the information you provide to assign room(s). Please indicate any set-up style preferences. While the facilities staff coordinates a variety of set-ups, the requestor may be asked to assist with extra or non-conforming set-up and/or restoration.
- 4) Technical Sound and Lighting Needs: You will be contacted if you have specific technical needs for your event.

For Office Use Only

Requires Approval of: Facilities Sound/Tech Childcare Department

Approved by _____

Date Approved _____ Day _____

Fees _____ Date _____

Sound/Tech Needs _____ Room(s) Assigned _____

Facility Use Information

Please pay careful attention to the room(s) assigned as there may be a change from your request. In addition, please review the specifics of your request. If your set up needs change, please revise and resubmit the request.

If your event involves food, the following disposable items are available for your use in each of the facility kitchens:

- Hot and cold cups
- Table cover (roll)
- Small and large foam plates
- Coffee and related items
- Salad and dessert bowls
- Salt and pepper
- Small and large napkins
- Assorted serving pieces
- Plasticware
- Paper towels

When your food event is over, **please take the trash to the dumpster located to the West of the BIGG House.** Place any wet towels over the sink to dry. If you move any tables, chairs or other furniture, return them to their original location. Classroom layout drawing of the room is noted on the upper corner of the whiteboards.

If you need assistance during your event, call the Custodian on Duty at 314.807.5875.