

Facilities Use Request/Set-Up

Activity Name: _____ **Activity Date:** M T W TH F Sat Sun ____/____/____

Recurring Dates: _____

Start Time: _____ **End Time:** _____ **Set Up Time:** _____ **Break Down Time:** _____

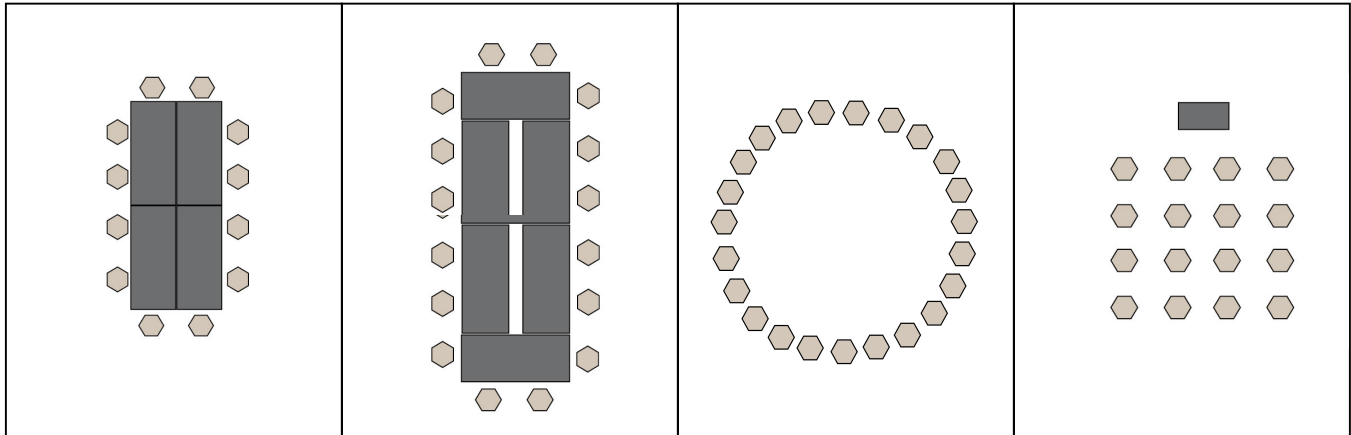
Contact Person: _____ **Today's Date:** ____/____/____

Contact Phone and Email: (____)____-____ | _____

The leader/contact person is responsible for building entry and will receive entry access information when this request is submitted.

Number of People Expected: _____

For CLASSROOM space(s), please select a room layout (below): A ____ B ____ C ____ D ____



A (10-15 chairs)

B (15-20 chairs)

C (10-30 chairs)

D (30-50 chairs)

Each classroom can be set up into one of these layouts. Space(s) will be assigned based on your selection.

There is a fee of \$50 for each space and \$50 for set-up/break down for non-church related events.

NON-CLASSROOM space(s) needed: _____

- Sanctuary, Chapel, Fellowship Hall (FH), The Well, Coffee Bar, Children's Fellowship Hall (CFH), Library, Casper Holroyd Hall (CHH), Joy Class Assembly, Kitchen or Parlor
- Fees for non-church related events : \$150 Fellowship Hall (per section), Chapel. \$450 for CHH. Set up fees also apply.
- Draw layout needed for Fellowship Hall, Children's FH, or CHH below.

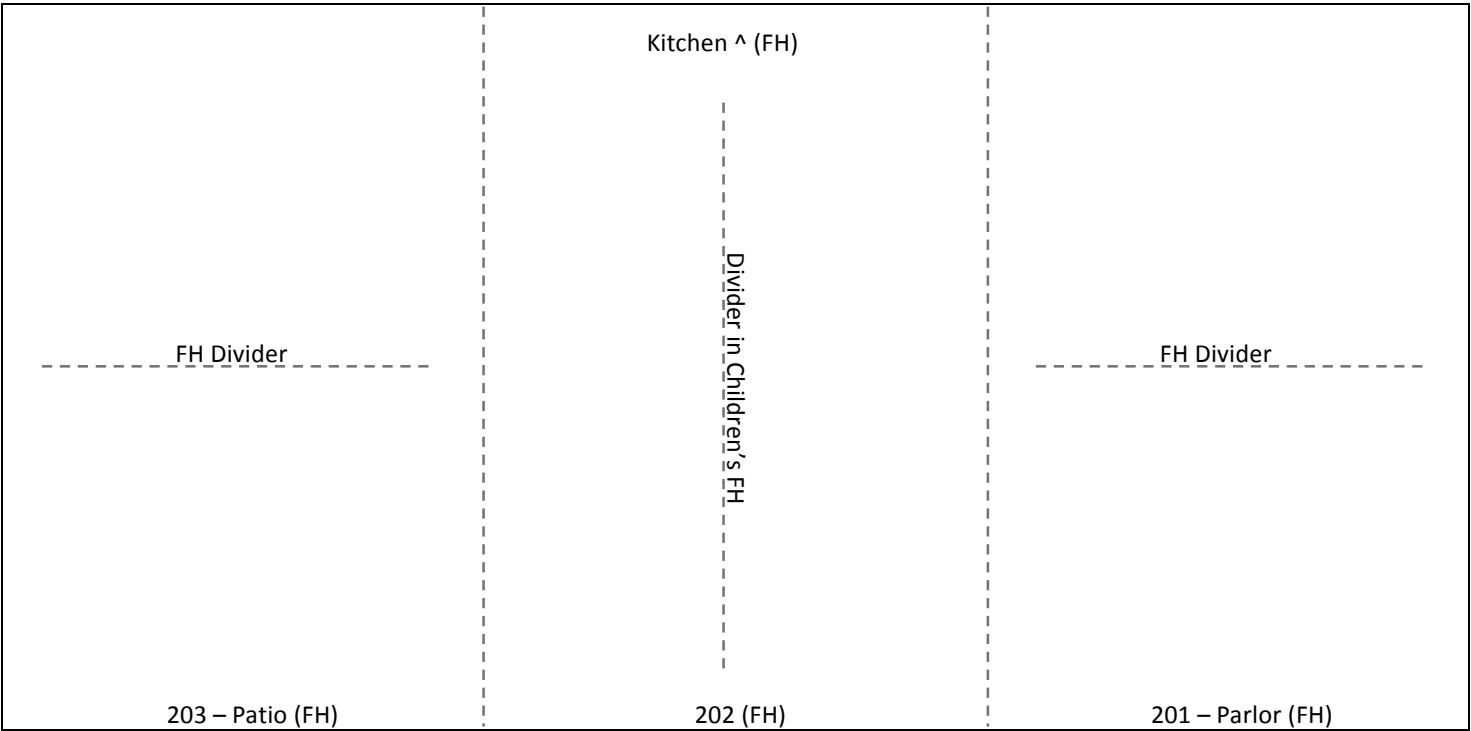
Special Equipment Requests

TV/VCR/DVD	Nursery care (requires 2 weeks' notice)	Dishwasher needed? (requires 2 weeks' notice)
AV consult	OWL Camera	Tablecloths (requires 2 weeks notice) # Color
Microphone (hand-held or lavalier)	Building Access	Kitchen access and use needed?
Podium	Parking spaces #	AV services (fees vary by use and services)

Please submit this completed request to the church. You will be notified upon approval.

Diagram of FH, CFH, or CHH

*Please describe how you would like the area to look, including location of tables, chairs, equipment, etc.
You may choose from layouts A-D on the reverse or draw a different layout.*



NOTE: All events in CHH REQUIRE the carpet floor covering with the exception of sporting events.

OTHER/NOTES/REQUESTS
