

Facility Request Form

For our staff to better serve you, please answer the following questions, and return to the church office.

Name of Ministry or Event _____

Contact person _____ Phone numbers: _____

Event Day(s) _____ Date(s) _____ Times: _____

Room(s) or area(s) requested _____

Number of people expected to attend _____ Are people to be seated at tables? Yes No

Please indicate all equipment needed:

Podium ___ Microphone ___ VHS Player ___ DVD Player ___ CD Player ___ Cassette Player ___

Computer ___ Television ___ Video Projector ___ Overhead Projector ___ Whiteboard ___ Piano ___

If you need a laptop computer, be sure you have someone to operate it.

Please diagram your preferred set-up arrangement below (tables, chairs, podium, audio-visual equipment):

Signed: _____ Date: _____