



BUILDING FACILITY REQUEST FORM

This form should be completed when planning to hold meetings on the church campus. Completing and submitting this form, will help to ensure that no areas are double-booked and that the facilities are properly secured and maintained.
NOTE: All areas should be properly cleaned and all equipment, furniture, and supplies should be placed back in the proper area. Official response to your request will normally be provided within 24 hrs.

CONTACT NAME: _____ DATE: ____/____/_____

CONTACT PHONE NO: _____

MINISTRY COUNCIL: _____ DEPARTMENT: _____
ORGANIZATION: _____

DATE OF EVENT: _____

TIME OF EVENT (Please allot time for setup/rehearsal/cleanup): _____ (Start) _____ (Finish)

BUILDING/FACILITIES REQUESTED (i.e. auditorium, classroom, gym, kitchen, etc.):

EQUIPMENT NEEDED (Audiovisual, tables, chairs, etc.): ___ YES ___ NO

NOTE: If "YES" (Please fill out a separate equipment request form)

DESCRIPTION OF EVENT/ACTIVITIES: _____

FOR SPONSORS AND CHAPERONES ONLY:
PLEASE READ ATTACHED TERMS AND CONDITIONS BEFORE SIGNING
We have read the above terms and conditions and being duly authorized, agree to abide by and uphold them.
DATE: _____
NAME OF MINISTRY DIRECTOR/ORG. REPRESENTATIVE: _____
TITLE: _____
NAME OF SPONSOR(S): _____ SPONSOR SIGNATURE: _____
NAME OF CHAPERONE(S): _____ CHAPERONE(S) SIGNATURE: _____

FOR OFFICE USE ONLY: APPROVAL GRANTED: ___ YES ___ NO
ADMINISTRATIVE ASSISTANT: ___ YES ___ NO If "NO" Reason: _____
FELLOWSHIP MINISTRY DIRECTOR: ___ YES ___ NO If "NO" Reason: _____
HEAD DEACON: ___ YES ___ NO If "NO" Reason: _____
MINISTRY DIRECTOR: ___ YES ___ NO If "NO" Reason: _____