

REQUEST FOR USE OF FACILITIES

The following facilities are requested to be reserved:

Location/Building: _____

Will the kitchen be used with this request?* Yes _____ No _____

Group/Person: _____

Contact/Responsible Person: _____

(Must be an active member and member must be present the entire time during the event.)

Contact Person's Telephone Number: _____

Event: _____

Date: _____ Time of Arrival: _____ Time of Departure: _____

Will you need access to this facility the day before this event?

Yes _____ No _____ If yes, what time _____

Number of people expected in attendance: _____

Will you clean up or pay for cleanup? Clean up _____ Pay _____

Request to use tablecloths?*** Yes _____ No _____

Please provide the number and type. Number _____ Type _____

****Please do not take any of the tablecloths home. Lisa cleans them here at the church. Tablecloths should be put in the canvas laundry hamper and put in the church kitchen.**

This form along with a diagram of your setup must be turned in 2 weeks prior to the event. Any tablecloths or special needs items **MUST be requested **48 hours** prior to your event. All events must be approved by the administration prior to planning your event. Church policy is that no decorating is to be done during worship service unless it is a lunch event.**

Please provide your layout on the reverse side of this form.

Staff person in charge of this event: _____

***Kitchen is available for use as approved. However, groups must provide their own supplies. Utensils, pots, pans, baking pans, drink dispensers are available for use. Please do not leave food or items in refrigerators.**

CHAPEL
Front Entrance

Kitchen

Back Entrance

GYM

KITCHEN

ENTRANCE

