

INTERNAL REQUEST FOR CHURCH FACILITY USE

Please deposit this In the Sponsoring Department Deacon's mailbox early enough for him/her to approve this within 2 weeks of your event.

GENERAL EVENT INFORMATION - Please obtain in advance the commitment of anyone whose name is listed below.

Today's Date:	Date/Day of Event:
Requester: Phone:	Start & End Time:
Event Coordinator: Phone:	Name of Event:
Key Holder: Phone:	Sponsoring Department:
Audio/Video Operator: Phone:	

ROOM & EQUIPMENT REQUIREMENTS - Please specify as many details as are available at this time.

Room	Capacity	Projected # People	Standard Equipment in this room	Remarks/Detail Description	Room	Capacity	Projected # People	Standard Equipment in this room	Remarks/Detail Description
Sanctuary	350		Projector		B-01	25		Projector	
Fellowship Hall /Gym	320		Projector		B-02	18		HDTV	
South Foyer	40				B-03/05	85		2 Mics Projector	
North Foyer	40				B-04	18		Overhead	
Visitors' Lounge	100		Projector		B-06	18		HDTV (HDMI)	
Library					B-07	35		Overhead	
Chapel	200		Projector		B-08	30		Overhead	
Children's Center	80				B-09	40		Overhead	
S2	25		CD Player		B-10	25		Overhead	
S3	20		CD Player Projector		B-11 / 13	85		2 Mics Projector	
W1/2	25		TV(HDMI) CD Player		B-12	25		Overhead	
W3/4	25		TV (HDMI/VGA)		B-14	25		HDTV	
S201	25		Projector		B-15	35		Overhead	
S202	15		TV (HDMI/VGA)		B-16	30		Overhead	
S203	40		TV (HDMI/VGA)		West Wing Lobby				
S204 (N/A)	15		TV w/VGA	Not Available	Pantry/Kitchen				
S205	30		Projector, DVD Player		Outdoor Area				
Conference Room (S207)	12		Projector		Church Van				

If you need microphones, TV, video projector, audio recording, portable PA system, screen, portable stage(s) or which does not exist in the room(s) you request, please fill out an audio/video equipment request form and get approval from Media Department. TH Separate thermostat for this room

SUPPLY REQUIREMENTS - Indicate quantity needed of each

9" Plates	Forks	Rice Pots	Styrofoam Boxes
6" Plates	Spoons	Tea pots	Cooler (5/10 gal)
6" Bowls	Knives	Tea bags	Drinks
6 oz Cups	Napkins	(Bring your own ice if needed)	

APPROVALS & NOTIFICATIONS (Leave this form in Mailbox F02 until the event is over)

Sponsoring Department Deacon (Event approval)	Physical Facilities Department Deacon (Room reservation & set-up)	Hospitality Department Deacon (Supplies)

With the exception of the pastoral staff, this application MUST be approved by the Deacon of the sponsoring department or no support will be provided by the Physical Facilities Dept., Media Dept. & Hospitality Dept.