

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	300		Overhead	B-01	20		
Fellowship Hall /Gym	320		Overhead	B-02	18		Overhead
South Foyer	40			B-03/05	80		Overhead
North Foyer	40			B-04	18		Overhead
Lounge				B-06	15		Overhead
Library				B-07	26		Overhead
Chapel 150			Overhead	B-08	30		Overhead
Children's Center				B-09	40		Overhead
Nursery(S1&2)	15		Cassette	B-10	25		Overhead
Toddlers(W3/4)	25		Cassette	B-11 / 13	72		Overhead
2 Years Old (W1/2)	25		Cassette	B-12	25		Overhead
S201	30		Overhead, Cassette	B-14	25		Overhead
S202	15		Overhead, Cassette	B-15	36		Overhead
S203	60		Overhead, Cassette	B-16	24		Overhead
S205	40		Overhead, Cassette	West Wing Lobby			
Conference Room (S207)	10			Outside			
Deacons' Room 8 (S204)							

If you need microphones, VCR, TV, video projector, audio recoding, portable PA system, screen, slide projector, portable stage(s) or 16 mm film projector which does not exist in the room(s) you request, please fill out a audio/video equipment request form and get approval from Service department. THSeparate 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 Department & the Service Department