**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 inthis room | Remarks/Detail Description |
| Sanctuary 300 |  | Projector |  | B-01 20 |  | Projector, Overhead |  |
| Fellowship 320Hall/Gym |  | Projector |  | B-02 18 |   | HDTV |  |
| South Foyer 40 |  |  |  | B-03/05 80 |   | 2 Projectors, TV(VGA), 2 Mics, DVD, VHS players  |  |
| North Foyer 40 |  |  |  | B-04 18 |   | Projector, Overhead, DVD, VHS players |  |
| Visitors’ Lounge |  | Projector |  | B-06 15 |   | HDTV (HDMI) |  |
| Library  |  |  |  | B-07 26 |   | Projector |  |
| Chapel 150 |  | Projector |  | B-08 30 |   | Projector |  |
| Children’s Center |  | Projector |  | B-09 40 |   | Projector, DVD, VHS players |  |
| Nursery(S1) 15 |  | Projector  |  | B-10 25 |   | Projector |  |
| Toddlers(W3/4) 25 |  | TV(HDMI/VGA) |  | B-11 / 13 72 |   | 2 projectors, TV (HDMI), 2 Mics |  |
| 2 Years Old 25(W1/2)  |  | TV (HDMI)CD Player  |  | B-12 25 |   | Projector |  |
| S201 30 |  |  Projector |  | B-14 25 |   | HDTV |  |
| S202 15 |  | TV(HDMI/VGA) |  | B-15 36 |   | Projector |  |
| S203 60 |  | TV(HDMI/VGA) |  | B-16 24 |  | Projector, DVD, VHS players |  |
| S205 40 |  | Projector, DVD Player |  | West Wing Lobby |  |  |  |
| Conference 10Room (S207) |  | Projector |  | Pantry/Kitchen |  |  |  |
| Church Van |  |  |  | Outdoor Space |  |  |  |
| 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.  |

**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.**

File: Request Facilities.doc Date: 4/2023