

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		Projector		B-01	20		Projector, Overhead	
Fellowship Hall /Gym	320		Projector		B-02	18		HDTV	
South Foyer	40				B-03/05	80		2 Projectors, TV(VGA), 2 Mics, DVD, VHS	
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 (W1/2)	25		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 Room (S207)	10		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.