



## Building / Facility Request Form

Please note:

- *All necessary forms must be completed at least 2 weeks prior to your event for proper notification of those involved.*
- *If you have any questions please call 409.892.8475.*

### EVENT / CONTACT INFO

Event Name:

Contact Name:

Contact Email:

Contact Phone:

### DATE AND TIME

Date of Preparation <input type="text"/>	Preparation Start Time: <input type="text"/>	Preparation End Time: <input type="text"/>
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Date of Event  <input style="width: 90%; height: 30px;" type="text"/>	Event Start Time:  <input style="width: 90%; height: 30px;" type="text"/>	Event End Time:  <input style="width: 90%; height: 30px;" type="text"/>
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Is this a recurring event?  <input type="checkbox"/> Yes <input type="checkbox"/> No	How often will this event occur?  <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other: _____	Date Recurring Event Ends:  <input style="width: 90%; height: 30px;" type="text"/>
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**LOCATION**

- Sanctuary<sup>1</sup>    Chapel    Fireside Room    Music Wing    Event Center Main Auditorium<sup>1</sup>
- Event Center Classroom\*    Building 2\*    Building 3\*    Building 4\*
- Parking Lot/Church Grounds    Offsite

\* (Did you have a specific room you wanted to book? \_\_\_\_\_)

1- If Media Services are needed in the Sanctuary and Event Center Auditorium, Media Personnel will be needed on site for the duration of the event.

**EQUIPMENT / SERVICES**

**Equipment Needed**

*Available for on-site events only.*

- Round Tables # \_\_\_\_\_    Long Tables # \_\_\_\_\_    Short Tables # \_\_\_\_\_
- Chairs # \_\_\_\_\_    Other: \_\_\_\_\_

**Facility Services Needed**

*Available for on-site events only.*

- Nursery<sup>1</sup>    Security\*    Paper-goods/supplies<sup>2</sup>    Event Center Kitchen    Fireside Kitchen
- Podium    Hostess Setup    Hostess Attendant

**1- PLEASE COMPLETE THE NURSERY REQUEST FORM**

**2- Paper Goods/Supplies Needed:**

*Be as specific as possible ... i.e. - 50 paper plates, 50 plastic cups, 5 tablecloths, etc.*

**\* WHICH BUDGET WILL BE CHARGED FOR SECURITY / POLICE?**

**Media Services Needed**

*Available for on-site events only.*

- Audio/System\*  Audio Recording\*  DVD/Video Player  Screen/Projector
- Internet Access

**\* WHICH BUDGET WILL BE CHARGED FOR MEDIA PERSONNEL?**

**Usage Policies:**

1. No allowance will be made for food or drinks in the Sanctuary.
2. Only driplless and/or flameless candles may be used in the Sanctuary.
3. The church will not be responsible for any lost, stolen, or damaged items.
4. The use of tobacco and/or alcohol is prohibited on the church campus.
5. If you need use of the kitchen, contact Maintenance Supervisor for items you will need.
6. Paper goods used from the supply closet will be charged to the appropriate departmental budget.
7. Only Media Personnel are allowed to move sound equipment, instruments, or any other major items in the buildings.
8. If using the kitchens, you must adhere to all posted rules.
9. Solicitation of funds of any kind must be pre-approved by the Senior Pastor.
10. You may be responsible for your own setup and for returning the area back to its original setup following your event. This will be determined by the Maintenance Supervisor.

**I have read and agree to all the usage policies.**

Yes, I agree to all usage policies

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date Completed

*Office Use Only:*

**Approved by:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Date Approved

Calendar  Email/Confirmed  Fees Received