

# Facilities Reservation Form

**Reservation Forms must be submitted at least 2 weeks in advance for processing.** Today's Date \_\_\_\_\_

\*\*\* Please Fill out form completely and put in the Facilities Administrative Assistant's Mail Box\*\*\*

Person/Persons Making Reservation	Phone Number	Email	Best time to call if questions

Day and Date of Event	Event Start Time	Event End Time	Event Title

Room/Rooms Reserving

Describe Event
Event Description:

Set up/Equipment Needed			
Time you need for set up before event →	<input type="checkbox"/> 1/2 Hr	<input type="checkbox"/> 1 Hr	<input type="checkbox"/> More _____
Time you need for clean up after event →	<input type="checkbox"/> 1/2 Hr	<input type="checkbox"/> 1 Hr	<input type="checkbox"/> More _____

Diagram of Room/Platform Setup	
Number of Chairs:	
Number and type of tables:	
Podium? YES / NO	
Other equipment/special requests:	
<p><b>Please Note:</b> For <u>non-church</u> sponsored events a facilities fee will apply. Paper products such as plates, cups, napkins, and plasticware are not provided. Coffee is also not provided.</p>	
<p><b>If Sound Equipment will be used:</b> Please contact Ryan Rueckert if you have Tech needs</p>	
<p>If event begins before 1:00pm or ends after 9:00pm <b>Monday - Friday, or any time Saturday or Sunday:</b> Who will unlock and lock building:</p>	

If Using Kitchen:
Who will supervise the kitchen workers?
Do you know how to use the appliances?

◆◆◆◆◆ATTENTION: If you use the last of something, please leave a note on the board on the fridge. ◆◆◆◆◆  
Please remove any left over food or label what it will be used for following your event. **anything is left, it must be labeled with its intended use or a name.** If

**NOTE: TO HELP US KEEP THE LORD'S HOUSE IN GOOD CONDITION, PLEASE LEAVE THE FACILITY IN THE CONDITION IN WHICH YOU FOUND IT.**

**FOR OFFICE USE ONLY:**

CHURCH ADMINISTRATOR SIGNATURE OF APPROVAL:	Date:
Building Use Rental Charge:	Custodial Use Fee:
Sound System Tech Fee:	Deposit: