

Request Form for Building & Media Resource

Return Completed Form to Randy Julian, Operations Director

Did you seek minister approval? Yes No

Contact Person Information:

Name: _____

Phone #s: Day (_____) _____ — _____ Evening (_____) _____ — _____

Email Address: _____

Organization / Ministry Name: _____

Building Use: (Room/Rooms & Area Requested)

- | | |
|---|--|
| <input type="checkbox"/> Classroom # _____ | <input type="checkbox"/> Football Field |
| <input type="checkbox"/> Nursery Room | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Commons Area | <input type="checkbox"/> Alcove Room |
| <input type="checkbox"/> Fellowship Circle | <input type="checkbox"/> Patio Area |
| <input type="checkbox"/> Worship Rehearsal Room | <input type="checkbox"/> Parking Lot |
| <input type="checkbox"/> Green Room | <input type="checkbox"/> Student Loft |
| <input type="checkbox"/> Stage | <input type="checkbox"/> Kid Zone |
| <input type="checkbox"/> Gym | <input type="checkbox"/> Children's Center |

Date of Event: _____

Time of Event: _____

Set-Up Time: _____

Clean-Up Time: _____

One-Time Usage Yes No

Regular Usage Weekly How Many _____

Bi-Weekly How Many _____

Monthly How Many _____

Other _____

Type of Event Planned: _____

Approximate number of people expected for event: _____

If you need tables, how many? _____ **How many chairs are needed?** _____

Room Set-Up:

Do you need a special set-up? Yes No

If yes, explain what is needed or draw your set up!

Childcare Needed:

Will a childcare area be needed? Yes No **Approximate number of children** _____

Who are the childcare supervisors: _____

NOTE: There must be at least 2 caregivers & 1 must be over 18 years of age & have a background check on file, Any caregiver between the age of 15-18 must be a part of the Children's Ministry Cadet Program!

Media Equipment Needed: Sound Equipment TV/DVD Player Video Projector

OFFICE USE ONLY

Operations Notes:

Changes we can do to make event better next time:

Any problems that occurred during the event:

Any accidents or damages that happened during event: