



To Be Completed by Office Staff Only:

Received: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_

Staff Approved: \_\_\_/\_\_\_/\_\_\_

Added to Calendar: \_\_\_/\_\_\_/\_\_\_

## FACILITY USE REQUEST FORM

(Please return completed form to church office)

1. Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Group or Individual requesting use)

2. Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

3. Date(s) requested: \_\_\_\_\_ # of people attending: \_\_\_\_\_

4. Start Time (including set-up): \_\_\_\_\_ AM/PM End Time: \_\_\_\_\_ AM/PM

5.  I have access to the building (key)  I will need access to the building

### EVENT DETAILS:

6. Event to be held: \_\_\_\_\_

7. Facilities needed: (please check all that apply)

Worship Center (maximum capacity 300)  Classroom(s) How many? \_\_\_\_\_

Youth Room  Office Suite/Foyer Area

Kitchen  Outdoor Shelter

Conference Room (Room 101)

8. Audio/Visual Equipment:  Yes  No

If yes, please describe: \_\_\_\_\_

9. Set up Needs:  Tables: 6 ft # \_\_\_\_\_ 8 ft # \_\_\_\_\_  Round: # \_\_\_\_\_  Chairs: # \_\_\_\_\_

### FACILITY USE POLICY:

1. *The group or individual using the facility is responsible for set up, clean up and return to normal set up of the facility.*
2. Scheduled church meetings and events take precedence over private use of facilities.
3. Facility Use Request form must be completed and returned to church office for approval four weeks prior to event.  
Notification of approval will be given within one week of receipt.
4. Please notify the church of any cancellation of reserved facility as soon as possible.
5. PowerLine Church will not be held liable for personal injury to any individual resulting from use of the church facilities.
6. Please report any damage to the church office promptly (336-449-6180).

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_