



FIRST A.M.E. CHURCH OF ALEXANDRIA

POLICY AND PROCEDURES MANUAL

Rev. Abraham Smith, Jr., Pastor

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ATTACHMENT 2: FACILITY REQUEST FORM

Date _____

Name of Person Completing Form _____ Phone _____

Date of Function _____ Day of Week _____ Start Time _____ End Time _____

Name of Group _____

Event Description _____

Contact Person (must be present at function) _____

Phone _____ Email _____

Vehicle/Equipment: Van _____ Mics/Audio Equip _____ Projector and
Screen _____

Main Bldg.: Sanctuary _____ Room # _____ Room # _____

Kitchen _____ Meeting Room _____

Media Room _____ Room # _____

Outdoor Facilities: Parking Lot _____

Fee: \$ _N/A_ Amount Paid: \$ _N/A_ Check Nbr: _N/A_ Date Paid: _N/A_

Approved _____ Date _____

Church Administrator

Complete this form and return to the Church Office for approval before announcement of the event. On-going reservations expire after 1 year. Notify the Church Secretary as soon as possible if your activity or event is cancelled.

Groups are responsible for set-up of tables, chairs, etc., as well as cleanup. Use of sound equipment must have advance approval from the Board of Directors/Trustees or other appropriate staff members.