

Approved _____
Calendar _____

Today's
Date:

Please print a copy of this form using your browser,
and return to the *Facility Form Center* box located near mailboxes in the office.

FACILITIES USE REQUEST

This form should be completed and returned to the church office **TWO WEEKS PRIOR** to an event.
This form does not guarantee use of the facility—all events must be approved by the facilities manager.

Circle appropriate church-related group:

Committee Meeting

Church-Wide Event

Other _____

Stephen Ministry Meeting

LEC Class or Event

Children's Ministries Event

Alpha

JrHi or SrHi Event

Women's Ministry Event

Worship

Men's Ministry Event

NON Church-related Event

This means that there is not a staff person or existing ministry that is directly supporting this event. Your group is responsible for setup and take down; fees may apply.

EVENT NAME _____ DATE(S) OF EVENT _____

CONTACT PERSON _____

(name and day/night phone number)

EVENT DETAILS

• OPEN/CLOSE:

Event start and finish is during regular activity hours—no key needed.

Someone from my group has a key.

I need to request a key (fill out "key request form" and turn it in with this sheet) or have building opened and closed by custodial staff.

• SETUP will begin at _____ and the event STARTS at _____. The event is scheduled to END at _____ and TAKE DOWN will be finished (including cleaning) by _____.

• List ALL ROOMS that will be used (see enlarged version in church office):

• Need _____ TABLES (specify round or rectangle if necessary). Need CHAIRS for _____ people.

• What equipment is needed? TV/VCR Video Projector Overhead Other _____

All adult ministry sponsored events are responsible for picking up and returning their own equipment from the A/V closet.

If you plan on utilizing the church's sound equipment, check the box **and contact Emily Manders, Contemporary Worship Director**, at emily@salem-baptist.org or 651-633-7515.

SET UP DETAILS *(you are responsible for this if the event is non church-related)*

List any specifics about how things should be placed in what rooms. If it doesn't matter, just list it as "standard setup."

Note: if your event is on a Friday or Saturday, your group may need to set up for Sunday activities afterward (Sunday setup is usually done on Friday).

Check here if custodial staff should refer to specific setup instructions on the reverse side map.