

**FACILITY USAGE REQUEST FORM**

Today's Date: \_\_\_\_\_

Date requested \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Note: Please note am or pm and include set up, take down and clean up time for each day requested.

**Group Information**

Name of group \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Type of group:**

Private/Individual \_\_\_\_\_ Non Profit \_\_\_\_\_ School \_\_\_\_\_ Gov't \_\_\_\_\_

Senior Group/Organization \_\_\_\_\_ Commercial \_\_\_\_\_ Other \_\_\_\_\_

**Type of function:**

Meeting/Seminar \_\_\_\_\_ Wedding \_\_\_\_\_ Private Party \_\_\_\_\_ Dance \_\_\_\_\_ Youth Activity \_\_\_\_\_

Fund Raiser \_\_\_\_\_ Business Pursuit: \_\_\_\_\_ Other \_\_\_\_\_

**Purpose and/or activities that will be held at this function:**

\_\_\_\_\_  
\_\_\_\_\_

Estimated attendance: \_\_\_\_\_ # of adults: \_\_\_\_\_ (age 13 to 18) \_\_\_\_\_

# of youth (age 1 to 12) \_\_\_\_\_ Number of chaperones (at least 1 per 5 youth): \_\_\_\_\_

Will food and/or drinks be served? \_\_\_\_\_

**Facility Information Rooms to be used**

\_\_\_\_\_  
\_\_\_\_\_

**Materials requested or special needs:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PA System \_\_\_\_\_ TV/VCR \_\_\_\_\_ Multimedia system \_\_\_\_\_

**OFFICE USE ONLY**

Date request received: \_\_\_\_\_ Request Received by: \_\_\_\_\_

Is a church member requesting for the organization? Yes \_\_\_\_\_ No \_\_\_\_\_

Pastor confirmed: \_\_\_\_\_ Staff confirmed: \_\_\_\_\_

Request Approved Yes \_\_\_\_\_ No \_\_\_\_\_ By: \_\_\_\_\_

Rental confirmed / requestor notified on: \_\_\_\_\_ By: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_ Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

Rental Amount: \_\_\_\_\_ Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

Any Balance due: \_\_\_\_\_