

# LifePoint Church

## Facility Request Form—Ministry Use

(i.e.—Bible studies, Adult Education classes, Men's/Women's Ministry Events, etc.)

This form is necessary to reserve rooms for ministry events or meetings. Please complete this form and submit it to **Rachel Tucker** in the church office **at least two weeks in advance of the ministry event.**

Date Request Submitted \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: (please print clearly)

\_\_\_\_\_

Name of Event \_\_\_\_\_

Brief Description:

\_\_\_\_\_

\_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Set up \_\_\_\_\_ minutes Tear down \_\_\_\_\_ minutes

Time you will arrive to set up \_\_\_\_\_ Do you have a key for the church? \_\_\_\_\_

IMPORTANT: If you wish to promote this event/opportunity using any of the church's promotional vehicles (e-newsletter, bulletin, announcement slides, etc.), please complete a Promotion Request Form and submit it with this Facility Request.

Specific Room(s)/Area Requested \_\_\_\_\_

\_\_\_\_\_

Projected number of attendees \_\_\_\_\_

Furniture Needs (i.e. tables, chairs, what quantity?) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Needs (please be specific and include quantity needed) \_\_\_\_\_

\_\_\_\_\_

Audio/Visual Needs (i.e. microphone, TV/DVD player, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Set-up / Tear-down Policy for Church Ministry Events

Room set-up and tear-down will be handled by the church custodial staff according to the diagram supplied below. It will be the responsibility of the event personnel to clear the room of any items brought in for the meeting, such as food, drinks, or decorations. Any church items borrowed by the event personnel, such as utensils, bowls, carts, mops, brooms, etc. should be returned to their original location.

Please draw the proposed room arrangement below (if applicable):

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*For office use only*

\_\_\_ Approved \_\_\_ Denied / Requestor notified \_\_\_\_\_ Put on ACS calendar \_\_\_\_\_