

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: _____

Name of Event: _____

Brief Description: _____

Event Date: _____ Start Time: _____ End Time: _____

Time you will arrive day of event: _____ Do you have a key for the church? _____

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SETUP: If you plan to do any set up ahead of time or bring any food/decorations early for your event, those times must be reserved as well.

When will you be setting up for your event? Start Time: _____ End Time: _____

Will you be bringing any food/decorations early? yes/no If yes, when? _____

Where would you like to keep them? _____

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EVENT DETAILS:

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):

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.

For office use only

Approved Denied / Requestor notified _____ Put on ACS calendar _____