**INTERNAL REQUEST FOR CHURCH FACILITY USE**

**Please deposit this In the Sponsoring Department Deacon's mailbox early enough for him/her to approve this within 2 weeks of your event.**

**GENERAL EVENT INFORMATION - Please obtain in advance the commitment of anyone whose name is listed below.**

|  |  |
| --- | --- |
| Today's Date: | Date/Day of Event: |
| Requester: | Phone: | Start & End Time: |
| Event Coordinator: | Phone: | Name of Event: |
| Key Holder: | Phone: | Sponsoring Department: |
| Audio/Video Operator: | Phone: |  |

**ROOM & EQUIPMENT REQUIREMENTS - Please specify as many details as are available at this time.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Room Capacity | Projected # People | Standard Equipment in this room | Remarks/Detail Description | Room Capacity | Projected # People | Standard Equipment inthis room | Remarks/Detail Description |
| Sanctuary 350 |  |  Projector |  | B-01 25 |  |  Projector |  |
| Fellowship 320Hall/Gym |  |  Projector |  | B-02 18 |   |  HDTV |  |
| South Foyer 40 |  |  |  | B-03/05 85 |   |  2 Mics Projector |  |
| North Foyer 40 |  |  |  | B-04 18 |   |  Overhead  |  |
| Visitors’ Lounge 100 |  |  Projector |  | B-06 18 |   |  HDTV  (HDMI) |  |
| Library  |  |  |  | B-07 35 |   |  Overhead |  |
| Chapel 200 |  |  Projector |  | B-08 30 |   |  Overhead |  |
| Children’s Center 80 |  |  |  | B-09 40 |   |  Overhead |  |
| S2 25 |  |  CD Player  |  | B-10 25 |   |  Overhead |  |
| S3 20 |  |  CD Player Projector |  | B-11 / 13 85 |   |  2 Mics Projector |  |
| W1/2 25 |  |  TV(HDMI) CD Player |  | B-12 25 |   |  Overhead |  |
| W3/4 25 |  |  TV  (HDMI/VGA) |  | B-14 25 |   |  HDTV |  |
| S201 25 |  |  Projector |  | B-15 35 |  |  Overhead |  |
| S202 15 |  |  TV  (HDMI/VGA) |  | B-16 30 |   |  Overhead |  |
| S203 40 |  |  TV  (HDMI/VGA) |  | West Wing Lobby |  |   |  |
| S204 (N/A) 15 |  |  TV w/VGA |  Not Available | Pantry/Kitchen |  |  |  |
| S205 30 |  |  Projector,  DVD Player |  | Outdoor Area |  |  |  |
| Conference 12Room (S207) |  |  Projector |  | Church Van |  |  |  |
| If you need microphones, TV, video projector, audio recording, portable PA system, screen, portable stage(s) or which does not exist in the room(s) you request, please fill out an audio/video equipment request form and get approval from Media Department. TH Separate thermostat for this room |

**SUPPLY REQUIREMENTS - Indicate quantity needed of each**

|  |  |  |  |
| --- | --- | --- | --- |
| 9" Plates | Forks | Rice Pots | Styrofoam Boxes |
| 6" Plates | Spoons | Tea pots | Cooler (5/10 gal) |
| 6" Bowls | Knives | Tea bags | Drinks |
| 6 oz Cups | Napkins | (Bring your own ice if needed) |  |

**APPROVALS & NOTIFICATIONS (Leave this form in Mailbox F02 until the event is over)**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Sponsoring Department Deacon (Event approval) | Physical Facilities Department Deacon (Room reservation & set-up) | Hospitality Department Deacon (Supplies) |

**With the exception of the pastoral staff, this application MUST be approved by the Deacon of the sponsoring department or no support will be provided by the Physical Facilities Dept., Media Dept. & Hospitality Dept.**

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