



FACILITY REQUEST FORM

(Complete the form below and submit it to your Ministry Staff Advisor or Supervisor.)

ROOM CONFIGURATION:

Check off your desired room configuration

<input type="checkbox"/> Auditorium 	<input type="checkbox"/> Banquet 	<input type="checkbox"/> Boardroom 	<input type="checkbox"/> Cabaret 	<input type="checkbox"/> Cafeteria 	<input type="checkbox"/> Circle
<input type="checkbox"/> Classroom 	<input type="checkbox"/> Conference 	<input type="checkbox"/> Herringbone 	<input type="checkbox"/> Hollow Square 	<input type="checkbox"/> Lecture/Theater 	<input type="checkbox"/> Reception
<input type="checkbox"/> U Shape 	<input type="checkbox"/> U Shape Plus 	<input type="checkbox"/> Sketch Your Custom Layout or Provide Setup Notes			

¹If you are requesting our In-house caterer (Creative Catering) you must complete a Culinary Service Request Form

SIGNATURES:

_____ **Date:** _____
 Ministry Leader Signature

FOR OFFICE USE ONLY:

_____ **Date:** _____
 Ministry Staff Advisor's Approval Signature

_____ **Date:** _____
 Church Administrator's Approval Signature

_____ **Date:** _____
 Facility Manager's Signature

_____ **Date:** _____
 Minister of Music's Signature

Staff Advisor to contact the following ministries to coordinate support for this event:	<input type="checkbox"/> Beautification	<input type="checkbox"/> Culinary Hospitality	<input type="checkbox"/> Medical	<input type="checkbox"/> Media
	<input type="checkbox"/> First Impressions	<input type="checkbox"/> Creative Team	<input type="checkbox"/> Parking (MOV)	<input type="checkbox"/> Ushers

²When reserving the Main Sanctuary, the office will need to verify that there are no conflicts with the use of the Video Studio.

³When reserving either the Youth Sanctuary or the Youth Annex, due to sound needs, the office might need to reserve both spaces.