**FACILITIES EVENT REQUEST FORM Today’s Date:**\_\_\_\_\_\_\_\_\_\_

**EVENT Date(s)** circle all that apply**:** Su M Tu W Th F Sa **Dates:**\_\_\_\_\_\_\_\_\_ to: \_\_\_\_\_\_\_\_\_\_\_

Request forms must be filled out completely and **RETURNED TO PASTOR ERNIE’s BOX** in the church office **AT LEAST ONE WEEK PRIOR TO YOUR EVENT**. This must be done before any facilities or events can be reserved or scheduled on the church calendar. This gives your church staff time to review the church calendar and notify you with regard to your request in a timely manner.

**Ministry Requesting Facility:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Description:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Times:**From: \_\_\_\_\_\_\_ am/pm To: \_\_\_\_\_\_\_ am/pm **Set-up time**:\_\_\_\_\_\_\_ **Take-down time**:\_\_\_\_\_\_\_

**Person Requesting Facility:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Secondary Contact Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Room(s) of Church or grounds areas to be used Check here if Not on FFF Property \_\_\_\_\_\_\_\_**

**(Use of Worship Center will require additional consultation with Faith Family Worship Pastor)**

Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time/From: \_\_\_\_\_\_\_\_\_\_am/pm To: \_\_\_\_\_\_\_\_\_\_am/pm

Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time/From: \_\_\_\_\_\_\_\_\_\_am/pm To: \_\_\_\_\_\_\_\_\_\_am/pm

Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time/From: \_\_\_\_\_\_\_\_\_\_am/pm To: \_\_\_\_\_\_\_\_\_\_am/pm

CHILDCARE NEEDED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes/No **(Childcare needs will require additional consultation with Faith Family Children’s Pastor and/or Preschool & Children’s Coordinator)**

**\*\*\*\*\*\*\*DRAW A DIAGRAM FOR SET-UP ON BACK OF THIS FORM\*\*\*\*\*\*\***

**TABLES, CHAIRS, LINENS**

Tables: # 8 foot \_\_\_\_\_ # 6 foot \_\_\_\_\_ # Round \_\_\_\_\_ # Other \_\_\_\_\_

Chairs: # chairs \_\_\_\_\_ # chairs \_\_\_\_\_ # chairs \_\_\_\_\_ # chairs \_\_\_\_\_

Linens: # 8 foot \_\_\_\_\_ # Round \_\_\_\_\_ # Other \_\_\_\_\_

**NOTE: *IMMEDIATELY FOLLOWING THE EVENT, LINENS MUST BE WASHED, DRIED AND FOLDED NEATLY OR HUNG ON HANGERS. RETURN TO CHURCH OFFICE WITHIN 2 DAYS FOLLOWING EVENT.***

**ADDITIONAL NEEDS – check all that apply**

\_\_\_\_\_ Kitchen \_\_\_\_\_ FLC Snack Bar \_\_\_\_\_Sound \_\_\_\_\_Lighting \_\_\_\_\_Podium (in which room #)

\_\_\_\_\_TV/DVD/VCR Microphone (specify type) \_\_\_\_\_Hand held \_\_\_\_\_On stand \_\_\_\_\_Wireless

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*SEE OTHER SIDE FOR ADDITIONAL INFORMATION AND PROMOTIONAL DETAILS \*\*\***

**Facilities Approval:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Staff Approval:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***OFFICE USE ONLY: STAFF CALENDAR\_\_\_\_\_\_ WEBSITE CALENDAR\_\_\_\_\_\_ NEWSLETTER\_\_\_\_\_\_ CONSTANT CONTACT\_\_\_\_\_\_***

**OFF CAMPUS EVENT**

Ministry Requesting Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bus: \_\_\_\_\_\_\_\_\_ Y or N Ice: \_\_\_\_\_\_\_\_\_\_\_\_\_ Coolers: \_\_\_\_\_\_\_\_\_\_\_\_

**OTHER NEEDS**

**Sign up Sheet: \_\_\_\_\_\_\_\_\_\_ Begin Sign up: \_\_\_\_\_\_\_\_\_\_ Sign up Deadline: \_\_\_\_\_\_\_\_\_\_**

**For Ages: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bring: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Transportation Needs: Church Bus \_\_\_\_\_\_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Advertising Needs: Constant Contact (churchwide email) \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **MUDS (poster) \_\_\_\_\_\_\_\_\_\_ Newsletter \_\_\_\_\_\_\_\_\_\_**

**PROMO INFORMATION (how you want the event described): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**DEPOSIT CHECK(s) Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_**