

FACILITIES REQUEST FORM

Instructions:

1. Fill out this form.
2. Return to office for approval & calendaring.
3. **If fees apply**, you will receive a fee schedule in writing.
4. If approved, the contact person will be notified.

Date Office Received Form: _____

Phone: (337) 474-1500
Fax: (337) 477-3257

Event: _____ **On-Going?** _____

Group: _____

Contact Person: _____ **Phone Number:** _____

Date: _____ **Event Time:** _____

Your Arrival Time: _____ **Departure Time:** _____

Set Up Date/Time (if different from above) _____

FACILITIES NEEDED:

___ Fellowship Hall (gym) ___ Kitchen ___ Parlor ___ Coffee Area ___ Sanctuary ___ Narthex ___ Conference Room #1 ___ Church Library ___ Field ___ Choir Room	Children's/West Wing: ___ Room 100 ___ Room 103 ___ Room 104 ___ Room 105 ___ Room 106 ___ Room 107 ___ Room 108 ___ Room 109 ___ Room 111	East Wing: ___ Room 300 ___ Room 302 ___ Room 304 North Wing: ___ Meeting Room ___ Room #201 ___ Room #202 ___ Room #203 ___ Room #204	Youth Center: ___ Game Room ___ Meeting Room ___ Youth 1 ___ Youth 2 ___ Youth 3 ___ Youth 4 ___ Youth 5 ___ Youth 6 ___ Youth 7
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EQUIPMENT & SERVICES NEEDED:

___ Tables: Banquet: # _____ Round: # _____ ___ Serving tables ___ Chairs: # _____ ___ Microphone: Lapel: # _____ Handheld: # _____ ___ Podium ___ Podium with Microphone ___ Ice/Ice chests ___ Drink Igloos	___ Stage ___ Paper plates# _____ ___ Dessert plates# _____ ___ Paper bowls # _____ ___ Styrofoam cups # _____ ___ Plastic Cups # _____ ___ Plastic forks # _____ ___ Plastic Spoons # _____ ___ Plastic knives # _____ ___ Paper Napkins # _____	___ Video Projector ___ Computer for Power Point ___ TV/VCR/DVD ___ Projection Screen: small/medium/large? ___ BBQ pit ___ Nursery: Age range _____ # of children _____ ___ Other: _____
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PLEASE INDICATE WHO WILL BE RESPONSIBLE FOR THE FOLLOWING:

Person/Group designated to set up: _____ Person/Group designated to tear down: _____

Person designated to unlock: _____ Person designated to Secure Building: _____

DRAW A DIAGRAM OF THE ROOM SET-UP ON BACK!