



# FACILITIES REQUEST FORM

## FOR FAITH BAPTIST CHURCH

Must be submitted 2 weeks in advance of event. Top section in red must be completed for event to be added to calendar.

Activity/Group: \_\_\_\_\_ Activity Date: \_\_\_\_\_ Activity Time: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Unlock/Lock-up Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Clean-up Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

1. Fill out a facilities request form and submit at the church Welcome Center or church office. The church office will put the event on the calendar pending availability and when all information is filled in. Your event will not be added to the church calendar without all the information requested. If the event is not during regular business hours, the Main Contact will need to contact the church office during regular business hours to secure keys and access codes.

2. You may be contacted by a staff member close to your activity date to go over details.
3. A cleaning checklist will be provided to ensure proper procedure. Groups will be responsible for all their own set-up, tear-down, and clean-up.
4. Changes may be made up to 4 days prior to event. Any last-minute needs will be your responsibility.

**AREAS NEEDED:** Check all areas that will be used during this activity.

### MAIN CHURCH BUILDING

- |  |                                     |  |                                     |
|--|-------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Auditorium    | <input type="checkbox"/> Atrium     | <input type="checkbox"/> Kitchen/Library | <input type="checkbox"/> Choir Room |
| <input type="checkbox"/> Nursery _____ | <input type="checkbox"/> Room _____ |  |                                     |

### THE BRIDGE

These rooms available after **12:15** on Sundays:

- |   |                                  |                                      |                                      |
|---|----------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Fireplace Room | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Gym Court A | <input type="checkbox"/> Gym Court B |
|   |                                  | <input type="checkbox"/> Room _____  | <input type="checkbox"/> Patio       |

### HIDDEN TREASURE BUILDING

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Cafetorium | <input type="checkbox"/> Room _____ |
|-------------------------------------|-------------------------------------|

### RECREATIONAL AREA

- |   |  |                                    |
|---|--|------------------------------------|
| <input type="checkbox"/> Picnic Shelter | <input type="checkbox"/> Sand Volleyball | <input type="checkbox"/> Ballfield |
|---|--|------------------------------------|

**EQUIPMENT NEEDED:** Indicate the quantity needed after each item checked, if applicable.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Tables: 8 ft _____ 6 ft _____ 4 ft _____ Round _____ | <input type="checkbox"/> Chairs _____          | <input type="checkbox"/> Podium          |
| <input type="checkbox"/> Piano _____  | <input type="checkbox"/> Vehicle(s) _____      | <input type="checkbox"/> Driver(s) _____ |
| <input type="checkbox"/> Audio/Visual _____                                   | <input type="checkbox"/> Divider Screens _____ | <input type="checkbox"/> Other _____     |

**KITCHEN EQUIPMENT NEEDED:** Indicate the quantity needed after each item checked, if applicable.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> 100 cup Coffee Pot _____ | <input type="checkbox"/> 55 cup Coffee Pot _____ | <input type="checkbox"/> Chafing Dishes _____ |
| <input type="checkbox"/> Pitcher(s) _____         | <input type="checkbox"/> Trash Cans _____        | <input type="checkbox"/> Other _____          |

**SUPPLIES NEEDED:** Number of people being served: \_\_\_\_\_

**Paper goods are not provided for private events.**

- |   |                                 |   |   |
|---|---------------------------------|---|---|
| <input type="checkbox"/> Cups             | <input type="checkbox"/> Forks  | <input type="checkbox"/> Dessert Plates       | <input type="checkbox"/> Sugar                |
| <input type="checkbox"/> Styrofoam Plates | <input type="checkbox"/> Spoons | <input type="checkbox"/> Napkins              | <input type="checkbox"/> Artificial Sweetener |
| <input type="checkbox"/> Bowls            | <input type="checkbox"/> Knives | <input type="checkbox"/> Plastic Table Covers | <input type="checkbox"/> Creamer              |
| <input type="checkbox"/> Other _____      |                                 |   | <input type="checkbox"/> Stirrers             |

Your Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Office Use: Initial and Date

(10/20)

Received: \_\_\_\_\_ Entered: \_\_\_\_\_ Facilities Notified: \_\_\_\_\_

COMMENTS: