

FACILITY REQUEST FORM

Date Submitted: _____ Date of Event: _____

Deadlines:

All facility Requests MUST be made 2 months in advance, minimum.

Ministry/Organization _____

Contact Person _____

Phone: (H) _____ (C) _____

Event Name _____

Type of Event _____

Arrival Time for Prep. _____ Clean up Time for Departure: _____

Event Start Time _____ Event End Time _____

Number of People Expected to Attend _____

Facility Requested: (see *Facility Use Information* on reverse side)

- Sanctuary (Sound System to be operated by Calvary Technicians ONLY – no exceptions)
- Activity Center (Sound System to be operated by Calvary Technicians ONLY – no exceptions)
- Prayer Chapel Upper Room Kidtopia Room
- Kitchen Classroom # _____

Supplies Requested:

_____ Dinner Plates _____ Small Plates _____ Napkins
_____ Forks _____ Spoons _____ Knives
_____ Cold Cups _____ Hot Cups

Tech Equipment Requested: (see *Tech Equipment Request Information* on reverse side)

- TV DVD VCR Overhead Projector Microphone
- Portable CD/Tape Player Other: _____

These forms may be submitted via email or printed, filled out and submitted to the office. All requests for use of facilities must be submitted to Pastor Matt no later than 60 days prior to the event. This is essential in order to plan dates effectively on the Church Calendar. You will be notified of event approval after receipt and review of these forms. Late forms may result in not being able to schedule your event.

FACILITY USE INFORMATION

1. No smoking or alcoholic beverages are allowed on church property.
2. No food or drink is permitted in the Sanctuary. No exceptions.
3. No food or drink is permitted in Prayer Chapel without special permissions.
4. No red juice-based punches or drinks are permitted.
5. All rooms should be returned to their original set-up after use.
6. The Nursery is not available without prior permission.
7. Use of the Sanctuary platform and equipment is prohibited unless authorization has been given and a Calvary Technician is present.

TECH EQUIPMENT REQUEST INFORMATION

The church technical equipment is very complex and delicate. For this reason, only trained technicians from Calvary Assembly may operate it. The following procedures must be followed to schedule the use of these systems:

1. Facility Use Form must be filled out and turned in 2 months prior to the date of the event.
2. Calvary Assembly staff will make every effort to schedule our technicians to engineer the technical needs of your event. However, if a trained technician is unavailable, the date of your event will have to be rescheduled.

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