

Facility Request Form - Ministry Use

(i.e.—Bible studies, Adult Education classes, Men’s/Women’s Ministry Events, etc.)

This form is necessary to reserve rooms for ministry events or meetings. Please complete this form and submit it to **Janet Johnson** (jjohnson@lifepointindy.com) in the church office preferably **one month in advance of the ministry event.**

EVENT INFO

Event Date(s): _____

Day of the Week: (Circle one) Sun Mon Tue Wed Thu Fri Sat Start Time: _____ End Time: _____

Name of Event: _____

Contact: _____ Phone: _____

Email address: _____

SETUP

If you plan to do any set up ahead of time or bring any food/decorations early for your event, those times must be reserved as well.

When will you be setting up for your event? Start Time: _____ End Time: _____

Will you be bringing any food/decorations early? yes/no

If yes, when? _____

If yes, where would you like to keep them? _____

EVENT DETAILS

Projected Number of Attendees: _____

Specific Room(s)/Area Requested:

First Choice _____ Second Choice _____

Furniture Needs: (i.e. tables, chairs, what quantity?)

Audio/Visual Needs (i.e. microphone, TV/DVD player, projector, etc.)

SETUP & TEAR-DOWN POLICY for Church Ministry Events

Room setup will be handled by the church custodial staff according to specifications provided. It will be the responsibility of the event personnel to clear the room of any items brought in for the meeting, such as food, drinks, or decorations. Any church items borrowed by the event personnel, such as utensils, bowls, carts, mops, brooms, etc. should be returned to their original location. **Please be aware that, depending on custodial availability, you may be required to tear-down as well** (tables, chairs, etc. put away).

Please draw the proposed room arrangement below (if applicable):

IMPORTANT:

If you wish to promote this event/opportunity using any of the church's promotional vehicles (e-newsletter, bulletin, announcement slides, etc.), please complete a Promotion Request Form and submit it with this Facility Request.

For office use only:

Received ___/___/___

___ Approved ___ Denied / Requestor notified _____ Put on ACS calendar _____