

# LifePoint Church

## 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 at least two weeks in advance of the ministry event.

Date Request Submitted \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Brief Description: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Time you will arrive day of event: \_\_\_\_\_ Do you have a key for the church? \_\_\_\_\_

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**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? \_\_\_\_\_

Where would you like to keep them? \_\_\_\_\_

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### EVENT DETAILS:

Specific Room(s)/Area Requested \_\_\_\_\_

Projected number of attendees \_\_\_\_\_

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

Other Needs (please be specific and include quantity needed) \_\_\_\_\_

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

## Set-up / Tear-down Policy for Church Ministry Events

Room set-up and tear-down will be handled by the church custodial staff according to the diagram supplied below. 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 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.

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*For office use only*

\_\_\_ Approved \_\_\_ Denied / Requestor notified \_\_\_\_\_ Put on ACS calendar \_\_\_\_\_