

Facility Use Request & Event Announcement Form

Sunday School/Group Name: _____

Event Name: _____

Event Date: _____ Contact Person and Info: _____

Time of the Event: _____ Estimated # of attendees: _____

Space Requested: *Please check all that apply.*

Tentative event agenda:

Memorial Hall	Nursery	
Kitchen	G-13 & 14 (Ground floor- Aqua Rm)	
Sanctuary	G-10 (2 nd & 3 rd Grade Rm)	
Children's Church Rm/Kitchen	G-9 (Pre-K/ 1 st Grade Rm)	
Outreach Ctr.	G-8 (Bell Choir Rm)	
Outdoor Playground	G-7 (Come & See SS Rm)	
Youth Rm./Break out Rm. (2 rd floor)	G-6 (Chapel)	
Choir Room	G-4 (Agape SS Rm)	
G-1 (Still Searching SS Rm)	G-3 (Compass SS Rm)	
G-2 (Parlor)		

Items needed for your event: *Please check all that apply.*

Tables	Portable Projector	
Chairs	Portable Screen	
Podium	Portable Speakers	
Easel	Microphone (only available in Sanctuary/M. H.)	
Flip chart w/markers	Laptop	
Dry Erase board w/markers	DVD Player	
Specialty Item: Please specify	Television	
CD Player	Internet connection	

Additional questions: Will you have music or a video to play? Will there be presenters, musicians, or singers?
Will you want any of the event recorded?

Promotion of your event:

Vine	
Social Media (Instagram/Facebook)	
Bulletin	
Loop	
Website	