

Use of Facility Request Form
To be turned in and signed by Pastoral Staff

Event: _____

Location: _____

Group participating: _____

Date: _____

Starting Time _____

Ending time _____

Rooms/areas requested _____

Set up needed: _____ #Chairs _____ #Tables 6ft _____ round _____

Audio/visual needed _____

Staff/Church member to be on site: _____

Person responsible for set up: _____

Person responsible for clean up: _____

Other notes/information: _____

Pastoral Staff Approval