

**GALILEE BAPTIST CHURCH**  
**REV. DR. LLOYD T. MCGRIF, PASTOR**

2101 SHADYSIDE AVENUE  
SUITLAND, MD 20746

(301) 420-5013  
(301) 420-1893 FAX

2252 MINNESOTA AVENUE  
WASHINGTON, DC 20020

**FACILITIES REQUEST FORM**

**NOTE:** Each item must be complete to constitute a valid request, however, if an item is not applicable to your request, please indicate by putting N/A in the space. **PLEASE TYPE OR PRESS HARD.**

Date: \_\_\_\_\_ 20\_\_\_\_ Date Received: \_\_\_\_\_ (Office Personnel)

Requesting Ministry: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Home #: \_\_\_\_\_ Work #: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

When Facility Needed: Date: \_\_\_\_\_ Day: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Access Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Recurring: Yes ☐ No ☐ Frequency: \_\_\_\_\_  
(i.e. Every Wednesday, 3<sup>rd</sup> Saturday, etc.)

Media Equipment Needed: Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, **MUST FILL OUT** Media Request Form)

Furniture Needed: Number of Chairs: \_\_\_\_\_ Number of Tables: Round \_\_\_\_\_ Rectangle \_\_\_\_\_  
(FOR MAUVE RM OR FELLOWSHIP HALL MUST ATTACH SEATING ARRANGEMENT SHEET OR DRAW ON BACK OF FORM)

Number of people expected to attend: \_\_\_\_\_ (Maximum Capacity is 200)

Will you require use of the kitchen? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Rebekah's Ministry Notified ☐

Service Approved: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Ministry Leader: \_\_\_\_\_

**SHADYSIDE AVE**

SANCTUARY \_\_\_\_\_ MAUVE RM \_\_\_\_\_ 200 \_\_\_\_\_ 202 \_\_\_\_\_ 203 \_\_\_\_\_ 204 \_\_\_\_\_ 205 \_\_\_\_\_  
206 \_\_\_\_\_ 208 \_\_\_\_\_ 100 \_\_\_\_\_ 102 \_\_\_\_\_ 103 \_\_\_\_\_ 105 \_\_\_\_\_

**MINNESOTA AVE**

SANCTUARY \_\_\_\_\_ FELLOWSHIP HALL \_\_\_\_\_ SUNSHINE RM \_\_\_\_\_ CLASSROOM 1 \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_  
SCHEDULER

\_\_\_\_\_  
MEDIA MINISTRY

\_\_\_\_\_  
BUILDING MANAGER

**ORIGINAL – OFFICE**

**YELLOW – REQUESTER**

**PINK – BUILDING MANAGER**

**GOLD – MEDIA MINISTRY**

REV. 2 – 11/02

PLEASE COMPLETE AND EMAIL TO: [jclay@galileenow.tv](mailto:jclay@galileenow.tv)