

Facilities Request Form

YFM Staff & Ministry Leaders

Proposed events are to be approved by the church office; *must be requested no less than 2 weeks prior to the event*. Facility and equipment use will be scheduled once final approval is granted.

No events are to be publicized until approval has been granted.

- Today's date: _____ • Name of Event/Ministry: _____
- Responsible Person: _____
- Contact info (email or phone #) _____
- Hours of Event: *from* _____ *to* _____
- Date of Event: _____ • Is this a recurring event? Y/N ____ If yes, complete the following:
Beginning date: _____ Ending date: _____ Daily ____ Day of the Week: _____
Are there exception dates? (i.e. Christmas Day, Spring Break) when you won't be meeting? _____
If yes, please specify: _____
Is this event off-site? Y/N ____ If yes, location of event: _____
- Are there any additional set-up/tear down needs? _____ If yes, please explain (include additional dates & times) _____
- Room(s) requested (check all that apply):

☐ Gym	☐ Room 110 (The Hub, at bottom of the stairs)
☐ Kitchen	☐ Conference Room
☐ Room 124 (off gym, next to kitchen)	☐ Sanctuary
☐ Room 118 (J1:9 room)	☐ Room 302 (balcony level)
- Do you need AV/Tech equipment? Y/N ____ If yes, check all that apply (*approval for use of all AV/Tech equipment is based on availability*)

☐ TV monitor	☐ Amplification (mics, etc.)
☐ DVD player	☐ Mic stand
☐ CD player	☐ Overhead projector
☐ Sound system	
- Do you need any other equipment? Y/N ____ If yes, check all that apply

☐ Tables: ☐ Rectangular; # ____ ☐ Round; # ____	☐ Chairs; # ____ ☐ Music stand
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- Do you need any set-up assistance? Y/N ____

Office Use Only

Date approved: _____ By: _____

Copies to: Pastor ____ AV/Tech person ____

Other notes: _____

Revised 2/8/2022