

event & Facility use request

Please print clearly and submit this form to the church office. Meeting approval and facility use due 30 days before event, If already approved facility use must be submitted 14 days before
Office phone 610-352-3200 Office Fax 610-352-3554

(1) Date submitted _____ **(2) Name of Requestor** _____

(3) Ministry name _____ **(4) Branch Name** _____

(5) The best way and time to reach me _____

(6) Circle the purpose of meeting; Meeting / Rehearsal / Other _____

Circle - Weekly Bimonthly Monthly Quarterly Annually As needed

(7) Dates _____

Cont _____

(8) Times –Begin/ End _____ **(9) #of people** _____

(10) Room Set up needed _____

This event will be held at another location _____

(11) Branch Leader Signature _____

Other Confirmation() yes _____

(12) Responsible person

_____ We need the following special items (check all that apply)

(13) _____ **Building (Opened/Closed) (Times**
_____)

I have a key and code I will open and close Sign _____

(14) _____ **Sound set-up** (mics & speakers) (15) _____ **Technician**

(16) _____ **Technology set up** (projector & laptop) (17) _____ **Operator**

(18) _____ **Taping**, (19) _____ **Worship Team**, (20) _____ **Musicians**

(21) _____ **Hostesses**, (22) _____ **Office services** (23) _____ **Printing Services**

(24) _____ **PR & Event Planning Assistance** (25) _____ **Altar**
Workers

(26) _____ **Other** (tables, kitchenette, childcare room _____)

_____ **(27) I need to submit this information for the Bulletin for** _____ **weeks.**

Information line: (Please only 3-4 sentences. Information should include date, time and location if necessary, contact person's info).

_____ Please submit announcements no later than Tue at 3:00 P.M the week before your event.

Note; If you need to cancel –notify the office at least one week prior to meeting

←----- Office use only -----→

Rooms Assigned _____

Date Received _____ () Approved () Disapproved / Responsible Person _____

Office Staff Signature _____

Requesting Use of Church Facility

Meeting / Rehearsal Planning

- Leaders should plan regular meetings and rehearsals (weekly, monthly and quarterly) for 6 months to a year to insure your spot on the calendar. All meetings at least 1 months in advance. Major events should be planned at least 3 months to a year in advance.
- Meeting and rehearsal date should be submitted to the Elder or Elder Intern over the ministry or branch.
- Elder or Elder Intern should sign request forms or be prepared to give verbal approval to the Office.

Securing Use of Church Facility

- Submit Event/ Facility Use Request Form
- Church office will review date request for conflicts with other ministry meetings.

Note: More than one ministry meeting can take place at the same time as long as the target population is not the same.

- If a conflict occurs, the office staff will contact the requestor to negotiate a better date.
- Once a date is confirmed the office staff will add this event to the Church calendar and give a copy of the request to the Building Manager and others as needed.
Office staff will contact you with the room assigned
- The Event & Facility Use form is for meetings, rehearsals, and regular fellowships and Para church ministry events, and all events at the facility.

Cancellations

- All cancellations should be called in to the church office at least a week in advance.
- The church office will notify the Building Manager or the Sexton.
- The office staff will, remove the event from the Church Calendar.

Maintaining the Schedule

- The Office staff will update the calendar information on the church website.
- The office staff will prepare a calendar at the end of each month to insert in the church bulletin on the first Sunday.

Building Use Guidelines

For each meeting, rehearsal or event the leader or someone assigned will be responsible to secure the property or the area used.

- Turn out the lights when you leave, make sure the building is cleared out.
- Put all lost articles in the lost and found
- Pick up trash, run the vacuum if necessary.
- Return the room to good condition
- If you are the last ones in the building for the day turn out all lights,
- Close all windows
- Turn out the Bathroom lights
- Store or remove all food
- Make sure the door locks behind you or call the designated person to lock up. Please do not leave the doors unlocked.

Equipment : If you need sound, projector, tape recorder, CD player for your rehearsal please contact Solomon White at least 2 days before. There will be a CD player available for your use, please return it when you are finished. All other equipment and sound room can only be operated by Sound team and the Technology team.

May the Lord bless and prosper all of your endeavors for His glory, cover your event with prayer, plan and be prepared.

Thank You for Your Cooperation and Support
Pastor Ja'Ola