

REQUEST FOR FACILITIES, EQUIPMENT & SUPPLIES

All Requests and Dates must receive final approval by the Administrator's office before being placed on church calendar by the church secretary.

Today's Date _____ Activity or Request _____

Activity Date _____ Day of Week _____

Person Responsible _____ Phone H _____ W _____

Start Time _____ AM ___ PM ___ End Time _____ AM ___ PM ___ Room Set up Time _____ AM ___ PM ___

Approximate Attendance _____ Budget Department _____

FACILITIES NEEDED (Room/Area) _____

*****SKETCH OF ROOM ARRANGEMENT – PLEASE USE BACK OF PAGE*****

FOOD SERVICE NEEDS: Kitchen Use _____ Church Cook _____

Menu _____

PRODUCTS OR SUPPLIES:

Plastic Plates divided _____ Plastic Plates non-divided _____ Small 6 inch plates _____

12 oz Cups _____ 8 oz Cups _____ Plastic Forks/Spoons/Knives _____ 5 oz Plastic Bowls _____

12 oz Plastic Bowls _____ Hinged Lid Containers 3 compartment _____ Hinged Lid Containers _____

Dinner Napkins _____ Rolled Paper Towels _____ Paper Tableclothes _____

Hospitality Tableclothes (must be cleaned and pressed after use) Round _____ Rectangle _____

Cloth Table Skirts _____ Other _____

EQUIPMENT NEEDED:

Chairs _____ 8 foot Table _____ 6 foot Table _____ Round Table _____ Other _____

Overhead Projector _____ Screen Projector _____ Laptop (cd room use) _____ TV/VCR _____

Screen _____ Stage _____ Lattice _____ Piano _____ Microphone _____

Sound Equipment _____ Engineer Needed _____

PRESCHOOL & CHILD CARE:

(List No. of Children by ages) Birth-1Yr. _____ 2 & 3 Yrs _____ 4 & 5 Yrs _____ 1 to 3 Grades _____

4 to 6 Grades _____ (Two Teachers per room/minimum 5 children to request)

OFFICE USE ONLY: _____ Date turned into Church Office _____

Administrator Approval _____ Date Approved _____

Church Calendar _____ Custodial _____ Preschool _____ Sound _____
