

GALILEE BAPTIST CHURCH
REV. DR. LLOYD T. MCGRUFF, 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, 3rd 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 100)

Will you require use of the kitchen? Yes: _____ No: _____

Service Approved: Yes: _____ No: _____ Ministry Leader: _____

SHADYSIDE AVE
SANCTUARY _____ MAUVE RM _____ YR-9 _____ YR-10 _____ DR/NR-11 _____ CR-12 _____ KK-3 _____

MINNESOTA AVE
SANCTUARY _____ FELLOWSHIP HALL _____ SUNSHINE RM _____ CLASSROOM 1 _____

REMARKS:

SCHEDULER

MEDIA MINISTRY

BUILDING MANAGER

ORIGINAL – OFFICE

(YR– Youth Room; DR/NR – Deaconess & Nurses Room; CR– Choir Room;
KK– Kingdom Kids Room)

REV. 2 – 1/26

PLEASE COMPLETE AND EMAIL TO: jclay@galileenow.tv