

GALILEE BAPTIST CHURCH
REV. DR. LLOYD T. MCGRIFF, 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 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 _____

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