

Team Church Facility Usage for Ministry & Organizations

FACILITY USAGE REQUEST:

Organization/Ministry Name: _____

Address: _____ City: _____ State: _____ ZIP: _____

Contact Person: _____ Phone#: _____

Contact email address: _____

Purpose of use: _____

FACILITY SPACE:

Main Auditorium/Atrium (large)

Kids Auditorium/Kids Atrium (med/small)

*If this request is approved, space and areas needed will be addressed based on your need and event specifics.

EVENT SIZE:

Approximate number of people that you expect for your event: _____

DATE/TIME:

Date(s) requested: _____ Time of Event: _____

Will the event require set-up ahead of time? _____ Requested time for set-up _____

Any special needs required: (sound, video, etc) _____

IMPORTANT REMINDERS:

Although we like for our facility to be utilized by our community and ministries, please understand there are times when we cannot honor requests due to other ministry obligations and scheduling conflicts. We do not rent our facility for the use of private parties such as birthdays, showers, and personal family related events. Large Saturday events cannot be honored due to the nature of our Sunday obligations and needs.

Please give us as much detail as you can provide, so that we can ascertain if your event or activity fits within our churches Facility Usage Protocols.

Contact Signature: _____ Date: _____