

Activity & Facility Request Form

INSTRUCTIONS

- Please read this entire policy and complete the accompanying form and return it to the church office.
- Your reservation request is not final until you receive confirmation from the church office. Please do not advertise your event until you have received confirmation. Please allow up to 14 days for your request to be processed.

GENERAL POLICIES

1. Any events scheduled must not conflict with the regularly scheduled Glory to Glory Ministries activities.
2. Reservations must be made by submitting a complete Activity & Facility Request Form to the church office **60 days prior** to the event/activity date.
3. Reservations will not be complete until the Activity & Facility Request Form has been approved and returned to the activity contact.
4. Groups are responsible for making sure its activity attendees do not access or use areas of the facility not included in the Activity & Facility Request Form reservation.
5. Any group using the facility must supply all materials for their activities. Supplies and consumable kitchen supplies are not available for use without prior approval.
6. Children and youth may not use the building and grounds unless they have adult supervision. If space is required for their attended care, this space must be reserved when the main space is reserved. Any group bringing children should consider providing adult childcare for their safety. Glory to Glory Ministries is not responsible for unattended children.
7. The reserved areas will be arranged with tables and chairs as requested at the time of the reservation.
8. The following is prohibited on all church property: smoking, alcoholic beverages and pets/animals.
9. If you discover something in need of attention or repair, please notify the church office.
10. No food or beverage is allowed in the Sanctuary, classrooms, or any other spaces within the church without prior approval.
11. All rooms are to be left in the order in which they were found.
12. Materials displayed and activities conducted during the building use must be in keeping with Christian Ideals and are subject to review. Authorization for use of the facilities may be terminated immediately if materials and/or activities are deemed inappropriate.

Activity & Facility Request Form

Ministry:

Ministry Lead:

Event Contact Name:

Email:

Contact #:

Name of Event:

Purpose of Event/Activity:

Date of Event:

Event Start Time:

Event End Time:

Estimated number in attendance:

Is this a budgeted event?

Proposed event budget?

Location: On-Site Off-Site

If on-site, space(s) needed:

Sanctuary Overflow/Multi-Purpose Room Youth EDGE Room

Classroom(s) How many? Lobby/Foyer New Members Classroom

Other:

If off-site, where is the proposed location:

Equipment Needs:

- | | | | |
|---|---------------------------------------|------------------------------------|---|
| <input type="checkbox"/> TV | <input type="checkbox"/> DVD Player | <input type="checkbox"/> CD Player | <input type="checkbox"/> Projector |
| <input type="checkbox"/> Video TV Monitors | <input type="checkbox"/> Sound System | <input type="checkbox"/> Computer | <input type="checkbox"/> Table(s) How many? |
| <input type="checkbox"/> Chair(s) How many? | <input type="checkbox"/> Whiteboard | | |

****Please provide a diagram for room set up, to ensure room is set up properly****

Set-up Time:
Break-down Time:
Is this event recurring?
If yes, what is the start date?:
End Date:

**Do you need assistance from other areas (Hospitality, Ushers/Greeters, Multi-Media, etc.)?
If yes, which areas?**

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For Office Use Only		
Received By: _____	Date Received: _____	
Approved By: _____	Date Approved: _____	
Date Ministry Notified: _____		
Date Multi-Media Notified: _____		
Date Facility Care & Maintenance Notified: _____		
Date Additional Ministries Notified: _____		
Date Added Calendars:	Internal	Website