



FACILITIES/RESOURCE REQUEST FORM

Church Office Use Only

Date Approved _____ Initials _____
On Calendar _____

Facilities Needed

(campus map on back)

Ministry _____ Date Change Request

Event Date/Duration _____ Start-End Time _____

Event Name _____

Ministry Contact Name/Phone Number _____

Staff Person Responsible _____

Building(s) _____

Room(s) _____

Promotion Schedule/Needs

_____ Worship Folder Announcement Sunday Dates _____

_____ Worship Folder Insert (1/2 sheet) Sunday Dates _____

_____ Pre-service Slide for Event Sunday Dates _____

Resources Requested (check ALL that apply)

**Please return ALL items removed from WPBC directly following your ministry event.*

<u>Item</u>	<u>Quantity</u>	<u>Item</u>	<u>Quantity</u>
Worship Ctr. Projectors/Computer — (technician required)	_____	Tables (round)*	_____
Sound System (Worship Center — technician required)	_____	Tables (rectangle)*	_____
Worship Ctr. Rear Projector — (technician required)	_____	Tablecloths (Ministry Must Provide)	_____
Portable Sound System*	_____	Chairs (folding)*	_____
Projection Screen (portable)*	_____	Chairs (green)*	_____
TV/DVD*	_____	Other (Description)	_____
TV/VCR*	_____		_____

Kitchen Use: Yes No

Preparation Only (meal is being brought in) Full Meal Cooking Needed (meal is prepared in kitchen)

Utensils Needed: Plastic or Silverware? _____

Quantity of Each _____ Forks Knives Spoons Plates Napkins

Who is responsible for cleanup? Name & Phone Number _____

Kitchen Rules: 1. Please leave everything as you found it. 2. If you bring anything in (i.e. food, dishes, large items) please take them with you when you go. 3. Any used linens or towels are to be washed and returned immediately. 4. Please let the office staff know if you used something not planned on so that it can be replaced. ~ Thank you!

Childcare Request (subject to availability)

_____ YES

_____ NO

_____ AGE(s)

_____ How many children?

Vehicle Request

_____ Van (seats 8)*

_____ Trailer (enclosed)

Driver Name (please print) _____

* You must fill out a separate Van Request Form in the office or online.

Set-up Needs/Description (or drawing below)

Campus Map

