



## ~ River Valley Christian Fellowship Church Facility Request Form ~

Type of Activity/Event \_\_\_\_\_

Today's Date \_\_\_\_\_ Date(s) Facility is needed \_\_\_\_\_

Early Set-up/Decorate: Time: \_\_\_\_\_ To: \_\_\_\_\_

Actual Time of Event: Time: \_\_\_\_\_ To: \_\_\_\_\_

Break-Down/Clean-up: Time: \_\_\_\_\_ To: \_\_\_\_\_

Recurring or one-time event? \_\_\_\_\_ Add to Bulletin? Y N

Number of Expected Attendance \_\_\_\_\_ Name of Requester \_\_\_\_\_

Requester's Phone number (W C) \_\_\_\_\_ (home) \_\_\_\_\_

Check YES or NO: YES NO

Multi-purpose room required \_\_\_\_\_

Kitchen required \_\_\_\_\_

Sanctuary required \_\_\_\_\_

Sanctuary use, would you need: Sound  Media  Theatrical Lighting

Nursery required \_\_\_\_\_

Classrooms required \_\_\_\_\_

Which rooms #'s: \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_.

# of tables: (7) Round: \_\_\_\_\_; (9) 6' Rect: \_\_\_\_\_; (15) 8' Rect: \_\_\_\_\_; # of Chairs: \_\_\_\_\_.

(1) 2x4: \_\_\_\_\_; (7) 2x3 \_\_\_\_\_; (2) Card Tables (3x3) \_\_\_\_\_;

Special requests \_\_\_\_\_

I, \_\_\_\_\_, the requester of this facility, will be responsible for setting up, securing (signing out a key & locking up), and cleaning of this facility after usage as outlined in the River Valley Christian Fellowship Church facility usage policy letter. I have read and understand the current standard operating procedures and realize that failure to comply with church policies may result in termination of further usage of this facility.

Signature of Requester

Signature of Approving Authority

### FOR OFFICE USE ONLY

[ ] Approved and Scheduled [ ] Not Approved

Pastor's Approval \_\_\_\_\_ Date: \_\_\_\_\_