



CHURCH EVENT REQUEST FORM

Bible Fellowship Class, Ministry Group, Department
Please read the facility guidelines before completing application

EVENT INFORMATION

MINISTRY IN CHARGE	EVENT DATE(S)	NUMBER OF PEOPLE EXPECTED
EVENT NAME / DESCRIPTION		
TIME EVENT BEGINS/DEPARTS	TIME EVENT ENDS/RETURNS	UNLOCK TIME: _____ LOCK UP TIME: _____
PERSON IN CHARGE	PHONE	EMAIL

LOCATION

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> HOSPITALITY AREA | <input type="checkbox"/> STUDENT CENTER MAIN LOBBY | <input type="checkbox"/> KIDZONE GYM | <input type="checkbox"/> KIDZONE PREK |
| <input type="checkbox"/> HOSPITALITY KITCHEN | <input type="checkbox"/> STUDENT CENTER PARTIAL GYM (ROOMS 1,2, STAGE) | <input type="checkbox"/> KIDZONE KITCHEN | <input type="checkbox"/> KIDZONE NURSERY |
| <input type="checkbox"/> CHAPEL | <input type="checkbox"/> STUDENT CENTER FULL GYM | <input type="checkbox"/> KIDZONE ELEM. | <input type="checkbox"/> SANCTUARY |
| <input type="checkbox"/> ADULT CLASSROOM # _____ | <input type="checkbox"/> STUDENT CENTER KITCHEN | <input type="checkbox"/> PLAYGROUND | <input type="checkbox"/> OFF CAMPUS (PLEASE SPECIFY) |
| <input type="checkbox"/> HIGH SCHOOL LOBBY | <input type="checkbox"/> COLLEGE LOBBY | | |

MEDIA RESOURCES / THE DIRECTOR OF MEDIA WILL CONTACT YOU PRIOR TO THE EVENT REGARDING AUDIO/VISUAL DETAILS FOR YOUR EVENT.

- ☐ A/V KIDZONE GYM ☐ A/V STUDENT CENTER GYM ☐ A/V CHAPEL ☐ A/V PORTABLE ☐ A/V SANCTUARY

TRANSPORTATION / LIST QUANTITY NEEDED.

____ 15 PASSENGER SHUTTLE (3 AVAILABLE) ____ TRAILER (2 AVAILABLE) DRIVER _____

EQUIPMENT NEEDED / LIST QUANTITY NEEDED AND SHOW ROOM SET-UP ON THE BACK OF THIS SHEET.

____ RECTANGLE TABLES ____ ROUND TABLES ____ CHAIRS

FOOD SERVICES / LIST QUANTITY NEEDED.

DISPOSABLE

____ 6 OZ CUPS ____ 8 OZ CUPS ____ BOWLS ____ PLATES ____ DESSERT PLATES ____ FORKS ____ KNIVES ____ SPOONS ____ NAPKINS

DINNERWARE / WHITE

____ PLATE (350 AVAILABLE) ____ DESSERT PLATE (98 AVAILABLE)

DINNERWARE / CLEAR ETCHED GLASS / 120 AVAILABLE FOR EACH ITEM

____ SALAD PLATE ____ BOWL ____ COFFEE MUG

DINNERWARE / BLUE & WHITE / 80 AVAILABLE FOR EACH ITEM

____ PLATE ____ DESSERT PLATE ____ BOWL ____ SAUCER ____ COFFEE CUP

SILVERWARE / 350 AVAILABLE FOR EACH ITEM

____ FORKS ____ KNIVES ____ SPOONS

MISCELLANEOUS ITEMS

____ COOLER ____ GRILL ____ CANOPY TENT