

Request for Use of Facilities

Request submitted by:

Event Description:

Contact name:

Telephone number::

Today's date:

Date of function:

Day of week:

If ongoing, indicate beginning date:

Ending date:

Comments:

Access time:

Start time:

End time:

Number of attendees:

Room Requested

Fellowship Hall:

F3 (library):

H3:

Kitchen:

F4 (conference room):

H4:

Sanctuary:

P1-3:

H5:

F1 (youth middle school):

H1:

Other:

F2 (youth high school):

H2:

Other:

Comments:

*Note: **F** indicates FLC classroom; each classroom accommodates up to 10 people.*

***H** indicates Hallway elementary classroom; **P** indicates partitioned rooms in FLC*

P1-2 will combined will accommodate up to 35 people depending on set up.

P3, 10 people. P1-3 combined (special request) up to 50 depending on set up.

In all cases, please return the room to the same setup and condition that you found it.

Please fill out this form completely and return it to the Facility Scheduler for confirmation (via email at scheduling.soj@gmail.com before any announcement of the event.

Notify scheduling.soj@gmail.com if a meeting is cancelled or changed.

Before you leave:

- ✓ Shut off all lights. (Be sure they are OFF.)
- ✓ Return the room to the original set up.
- ✓ Take out trash (must go to dumpster)
- ✓ Clean up any spills/ debris
- ✓ If you use the kitchen, follow the guidelines posted in the kitchen.
- ✓ If you break anything, please let the office know and when it will be replaced.

PLEASE, be sure to lock up.