



**Request Form For Building & Media Resource**  
Return Completed Form to Randy Julian Operations Director  
TODAYS DATE: \_\_\_\_\_

**Contact Person Information:**

Name: \_\_\_\_\_  
Phone # (daytime) \_\_\_\_\_ (evening) \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
Organization/Ministry Name: \_\_\_\_\_

**Building Use: (Room/Rooms & Area Requested)**

- |  |   |
|--|---|
| <input type="checkbox"/> Classroom # _____                               | Date of Event: _____  |
| <input type="checkbox"/> Nursery Room                                    | Time of Event: _____  |
| <input type="checkbox"/> Commons Area                                    | Set-Up Time: _____  |
| <input type="checkbox"/> Fellowship Circle                               | Clean-Up Time _____   |
| <input type="checkbox"/> Worship Rehearsal Room                          |   |
| <input type="checkbox"/> Green Room <input type="checkbox"/> Stage       | One Time Usage <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Gym <input type="checkbox"/> Football Field     | Regular Usage <input type="checkbox"/> Weekly                           |
| <input type="checkbox"/> Kitchen <input type="checkbox"/> Alcove Room    | <input type="checkbox"/> Bi-Weekly                                      |
| <input type="checkbox"/> Patio Area <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Monthly  |
| <input type="checkbox"/> Fire Escape Building                            | <input type="checkbox"/> Other _____                                    |

Type of Event Planned: \_\_\_\_\_  
Approximate number of people expected for event: \_\_\_\_\_  
If you need tables how many? \_\_\_\_\_ How many chairs are needed? \_\_\_\_\_

**Room Set-Up:**

Do you need a special set-up?  Yes  No Please explain what is needed or draw your set-up!

**Child Care Needed:**

Will a child care area be needed?  Yes  No Approximate number of children \_\_\_\_\_  
Who are the Child Care Supervisors \_\_\_\_\_

**NOTE: There must be at least 2 caregivers & 1 must be over 18 years of age & have a background check on file, Any caregiver between the age of 15-18 must be a part of the Children's Ministry Cadet Program!**

**Media Equipment Needed:**  
 Sound Equipment  TV/DVD Player  Video Projector