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| FACILITY REQUEST |

### Please print or type

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| --- | --- | --- | --- | --- | --- |
| Requested by  Click here to enter text. | Ministry  Click here to enter text. | | | Contact Number  Click here to enter text. | |
| Date of Event  Click here to enter text. | Set up Time  Click here to enter text. | | Start Time  Click here to enter text. | | End Time  Click here to enter text. |
| Name of Event  Click here to enter text. | | **Email Contact:** Click here to enter text. | | | |
| **FACILITIES**  **(Double click boxes to select**)  **Love Center**  Chapel  206  OTHER Click here to enter text.  **Harvest Community Center**  Library  Fireplace  First Time Guest  Crosswalk  OTHER Click here to enter text. | | | | | |

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| REQUIRED ROOM LAYOUT | | |
| ***(Please describe your preferred room layout. Please be specific)***  Click here to enter text. | | |
| Table Quantity: Click here to enter text. Draped **YES** **NO**  Draping for tables must be specifically requested. | Chair Quantity: Click here to enter text. |  |
| **Ministries to Assist in Event**  Audio Set up only  Audio worker  Building Services (special set up)  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
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NOTE: This is a request for facility use. Facility Management reserves the right to adjust and change as needed to accommodate various requests and facility restrictions. Space and times are not guaranteed just because the form is submitted. Please submit any cancellations in writing at least 1-2 weeks in advance. Please remove any items immediately after your event. Any items collected after events or meetings will be discarded unless previous arrangements have been made.

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| FOR ADMINISTRATIVE USE ONLY | |
| Approved  Approved with Modifications  Denied | |
| Facility Manager | Date |

**Please submit requests 2 months in advance** [**jacqui\_g@harvesttimechurch.net**](mailto:jacqui_g@harvesttimechurch.net)**. Annual requests are also welcomed if you have set dates like 1st Saturday of each month. This will allow you to reserve space for the whole year on just one form! Multiple days and dates require multiple requests. Last minute facility submissions may be declined due to lack of space or man power for set up.**