



**Facility Use Request - Church Group**

Today's Date: \_\_\_\_\_

Group/Committee requesting use: \_\_\_\_\_

Requested Date(s) \_\_\_\_\_

Person(s) in charge of set up: \_\_\_\_\_

clean up: \_\_\_\_\_

Room(s) Requested \_\_\_\_\_ Time Needed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Equipment**

\_\_\_\_ Chairs

\_\_\_\_ Tables (round seat 8)

\_\_\_\_ Tables (rectangular seat 10)

\_\_\_\_ Tables (rectangular seat 8)

\_\_\_\_ A-V projector/screen

\_\_\_\_ PA Portable

\_\_\_\_ Lectern

**Food Service:**

\_\_\_\_ Use of Kitchen, ***you must wipe down counters, empty trash cans after your event.***

***Table clothes must be washed and pressed before being returned to the church***

\_\_\_\_ Table Clothes (Round white damask)

\_\_\_\_ Table Clothes (White cotton)

***All dishes, utensils, pots and pans are to be washed and returned to where you found them***

\_\_\_\_ Utensils

\_\_\_\_ Water/Tea Glasses

\_\_\_\_ Dinner Plates

\_\_\_\_ Paper plates

\_\_\_\_ Plastic Cups

\_\_\_\_ Plastic Utensils

Breakage and damage beyond normal wear and tear is the responsibility of the user.

\_\_\_\_\_  
Please Sign

\_\_\_\_\_  
Date