



Facilities Request Form

Ministry/Organization: _____

Today's Date _____

Event Description: _____

Name of Requestor: _____

Room(s) Requested	Date of Event (MM/DD/YYYY)	Event Beginning Time	Event Ending Time	Room Access Time	Room Exit Time	# Attending	Food Served in Room

Support and Resource Requests (please fill in all appropriate boxes)

Multimedia Requests		Building Resource Needs			Additional Support Needed			
Audio Support		Number of Chairs		Number of Tables	Round:	Rectangle:	Musicians	Access to Copier
Video Support							Minister	** Fees may apply to certain requests
Microphones	Number of Mics:		Kitchen Needed					
CD Player								
Overhead Projector/ Screen								
Other (please specify):		Other (please specify):			Other Information:			

We agree to abide by the policy and procedures established to insure Maximum Cleanliness, Safety and Security in the space entrusted to our care and supervision. We understand that the room must be left in the proper order and cleanliness in which it was received including breaking down any equipment we have set up. As responsible party, I accept responsibility to ensure that the room is locked and all non essential lights are turned off, and all equipment used is returned to it's proper place. I further understand that an attempt will be made to honor my request but that all requests are subject to availability of space and equipment.

Requestor Signature:		Purpose Pastor Signature:	
Phone 1:		Phone 2:	
Email:			

Instructions for submitting a Facility, Support and Calendar Request form

This form can be completed as an electronic form or may be printed and filled out by hand. Follow the instruction below to complete the form. Submit the completed form to your Purpose Pastor for approval. If there are any questions or conflicts your Purpose Pastor will contact you to resolve the question or conflict.

1. Completely fill in the Facility, Support and Calendar Request Form.
2. **Today's Date:** This field is pre-formatted. Type or print the date using "/" or "-". Date should appear as: (ex. January 18, 2019).
3. **Ministry/Organization:** Please type in the Ministry or Organization making the request.
5. **Event Description:** Please type or print a description of the event which can be added to the calendar (i.e. Men's Prayer Breakfast).
6. **Name of Requestor:** Type or print your full name
7. **Room(s) Requested:** This has a drop down menu. You may select or print the room(s) needed from the drop down list. The form allows you to select up to 5 rooms at a time. If additional rooms are needed, please use another form.
8. **Date of Event:** This field is pre-formatted. Type or write the date.
9. **Event Begins:** This field is pre-formatted. Type or print the begin time of your event. For PM hours use the format 12:00, 13:00, 14:00, etc.
10. **Event Ends:** This field is pre-formatted. Type or print the end time of your event. For PM hours use the format 12:00, 13:00, 14:00, etc.
11. **Room Access Time:** This field is pre-formatted. Type or print the time you need to have access to the room for set-up for your event. For PM hours use the format 12:00, 13:00, 14:00, etc.
12. **Room Exit Time:** This field is pre-formatted. Type or print the time you will leave the room after your event. Please allow time for clean-up and restoring the room to it's original look. For PM hours use the format 12:00, 13:00, 14:00, etc.
13. **# of Persons Attending Event:** Please type or print the number of persons you expected to attend your event.
14. **Food Served in Room:** This has a drop down Yes/No menu. Please select from the drop down or print Yes or No to let us know if you will have food at your event.
15. **Media Support and Set-up Requests:** These fields have a Yes/No drop down to select from. Please make a selection or print Yes or No where appropriate.
 - 15a. Please specify the number of microphones needed. Double click inside the "Number of Microphone" box and type or print the number needed.
 - 15b. Please specify the number of chairs you need for your event. Type or print the number of tables needed up to 200. Note: if over 200 additional chairs will need to be ordered.
 - 15c. Please specify the number of Round and/or Rectangle tables you need for your event. Double click inside the "Round" and/or "Rectangle" box and type or print the number of tables needed
 - 15d. Other: Double click inside any of the "Other" boxes to provide additional information as needed. Please be concise.
16. **Requestor Signature:** This field is preformatted. Type (for electronic signature) or sign your name in this box.
 - 16a. Type or print your home telephone number. Format for typed form is 000-000-0000.
 - 16b. Type or print an alternate telephone number. Format for typed form is 000-000-0000.
 - 16c. Type or print your email address. This field is not formatted.
17. **Purpose Pastor Signature:** This box is for your Purpose Pastor to sign thereby approving your request.
18. **Submit** the form via email, drop off or fax to the Assistant for your Purpose Pastor.
 - 18a. Community - Pastor Larry Walker; submit to Meghan Ringgold, mringgold@wininlife.com
 - 18b. Discipleship - Pastor Ernie Davis; submit to Willie Davis, wdavis@wininlife.com
 - 18c. Ministry - Pastor Handel Smith; submit to Barbara Moore, bmoore@wininlife.com(???)
 - 18d. Evangelism - Pastor Bob Washington; submit to Sabrina Washington, swashington@wininlife.com
 - 18e. Worship - Minister Darin Atwater; submit to (????)