

FACILITIES/EQUIPMENT REQUEST FORM

Group Name: _____

Contact Person: _____

Home Phone: _____ Work Phone: _____

Date(s) Requested: _____

Facilities Requested:

Sanctuary Building: Sanctuary
 Library
 Parlor

Education Building: Kincheloe Hall
 Kitchen
 Parlor
 Conference Room
 Lecture Room
 Grace Classroom
 Faith Classroom
 Hannah Classroom
 Men's Bible Classroom

Youth Building: Youth Lounge
 Jr. High Classroom
 K-2 Classroom
 3-5 Classroom
 Children's Music Classroom
 Choir Room
 Bell Choir Room

Preschool Building: All Classrooms

EQUIPMENT

Audio and Visual: Piano
 Organ (requires approval of Organist)
 Sound Amplification
 Microphones (How Many? _____)
 CD/Tape Player
 TV/VCR
 Slide Projector
 Screen
 Map
 Tablet and Easel
 Chalkboard

Other: Tables (specify number and size)
 6 ft. rectangular
 8 ft. rectangular
 3ft. desk
 Other _____

 Chairs (How Many? _____)
 Lectern

NOTES: