WFMC Facility Request Form

☐ **One-Time Event** ☐ **Recurring Event (see below)**

_____/_____
Day of the Week Event Date

Group/Person Requesting Use_____ Event Time_____ (am/pm) to _____ (am/pm)

Event_____ Set-up date & time_____

Contact Information _____
Name Phone Email Address

Person Responsible for Clean-Up _____
Name Phone Email Address

(Please see last page of *CAMPUS FACILITIES USE POLICY* for *Clean-Up Checklist*.)

For recurring events, please indicate:

☐ Monthly ☐ Weekly ☐ Other _____ _____
Beginning Date Ending Date

Date(s) the facility will **NOT** be needed during this time period, if applicable:

_____

ROOM/EQUIPMENT REQUESTED

Sanctuary Building (Building A)

☐ Sanctuary ☐ Kitchen
☐ Classroom No(s). _____

Discipleship Building (Building B)

☐ Classroom No(s). _____

Christian Ministries Center (Building C)

☐ Great Hall ☐ Kitchen
☐ Classroom No(s). _____

Other

☐ Prayer Garden ☐ Fire Pit ☐ Gazebo

Audiovisual Equipment

☐ TV/DVD Player ☐ Video Projector
☐ Sound System ☐ Overhead Projector

GENERAL RULES

1. Set up, tear-down, and clean-up are the responsibility of the person requesting the space, as well as returning the facility to its original condition.
2. I understand it is my responsibility to acquire and return a building key during office hours, Monday - Friday, 8:30 am - 4:00 pm, or by appointment on Wednesday evenings.
3. A building host/hostess will be assigned to all events not led by a regular attendee* of WFMC.
4. **Christian Ministries Center only:** A cost-of-use fee is charged for the CMC for non-church functions. This fee must be paid at key pick-up, prior to use. Please check the applicable box:

☐ **$25/hr.** - Regular attendee* leading a non-church function ☐ **$45/hr.** - Non-regular attendee leading a non-church function

I have read, understood, and will abide by the rules listed above and in the *CAMPUS FACILITIES USE POLICY* (copy is available in the church office and on the church website, www.wilmorefmc.org).

_____
Signature Today's Date

Regular attendee is defined as one who participates in corporate worship and church service opportunities whenever in town and whenever possible.

OFFICE USE ONLY

Asst. Music Minister _____ Minister of Music _____
Minister of Children _____ Nursery Coordinator _____
Facilities Coordinator _____ Senior Associate Pastor _____
Youth Pastor _____ Senior Pastor _____
Staff Assistant _____

STAFF ASSISTANT USE ONLY

Date Received _____
Building Host/Hostess _____
Notification of Approval/Disapproval
Name _____ Date _____
☐ A copy of the *Campus Facilities Use Policy* has been requested by and provided to the Requester.
☐ Event recorded on BUILDING USE RESERVATIONS CALENDAR.