

# WFMC Facility Request Form

One-Time Event	Recurring Event (see below)
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Day of the Week	Event Date
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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

### 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

#### Building A (Sanctuary Building):

Sanctuary Kitchen, A203  
 Conference Room, A200  
 Downstairs Room No(s). \_\_\_\_\_

#### Building B (Discipleship Building):

Room No(s). \_\_\_\_\_  
 Kitchenette (lower level)

**Other:** Prayer Garden Fire Pit Gazebo

#### Building C (Christian Ministries Center):

Great Hall Kitchen, C201  
 Hospitality Room, C202  
 Prayer Chapel, B106  
 Room No(s). \_\_\_\_\_

#### 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. (*Building C Clean-Up Expectations* are posted in the CMC Kitchen.)
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](http://www.wilmorefmc.org)).**

\_\_\_\_\_  
 Signature

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

#### OFFICE USE ONLY

Asst. Music Minister \_\_\_\_\_ Senior Associate Pastor \_\_\_\_\_  
 Facilities Care \_\_\_\_\_ Senior Pastor \_\_\_\_\_  
 Minister of Children \_\_\_\_\_ Staff Assistant \_\_\_\_\_  
 Minister of Music \_\_\_\_\_ Youth Pastor \_\_\_\_\_  
 Nursery Coordinator \_\_\_\_\_

#### 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.  
 Event recorded on BUILDING USE RESERVATIONS CALENDAR.