

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

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
- Classroom No(s). _____

Building B (Discipleship Building):

- Classroom 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, C200
- Classroom 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).

Signature

Today's Date

OFFICE USE ONLY

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