

WFMC Facility Request Form (Due two weeks before event.)

<input type="checkbox"/> One-Time Event	<input type="checkbox"/> Recurring Event (see below)
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_____/_____/_____
Day of the Week / Event Date

Group/Person Requesting Use _____ Event Time _____ (am/pm) to _____ (am/pm)

Event _____ Setup date & time _____

Contact Information _____
Name Phone Email Address

Person Responsible for Cleanup _____
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 C:

Great Hall
 Kitchen, C201
 Hospitality Room, C202
 Room No(s). _____

Building B (Discipleship Building):

Room No(s). _____
 Prayer Chapel, B106
 Kitchen B (lower level)

Other:

Prayer Garden
 Fire Pit
 Gazebo

Audiovisual Equipment:

TV/DVD Player
 Video Projector
 Sound System

GENERAL RULES

1. Setup, teardown, and cleanup are the responsibility of the person requesting the space, as well as returning the facility to its original condition. (*Building C Cleanup Expectations* are posted in the kitchen (Room C201).
2. I understand it is my responsibility to acquire and return access code / key during office hours (Monday - Friday, 8:30 am - 1:00 pm).
3. A building host/hostess will be assigned to all events not led by a regular attendee* of WFMC.
4. **Building C Facilities.** A cost-of-use fee is charged for non-church functions for the Great Hall and the Hospitality Room. This fee must be paid prior to use. An access code and/or key will be assigned upon payment.
Great Hall Only: Regular attendee* leading a non-church function - **\$25/hr.**; Non-regular attendee leading a non-church function - **\$45/hr.**
Hospitality Room Only: Regular attendee* - No charge; Non-regular attendee - **\$25/hr.** **Note: A fee of \$250 will be charged to remove "escaped" helium balloons left in the ceiling.**
5. *I have read, understood, and will abide by the rules listed above and in the CAMPUS FACILITIES USE POLICY. I am committed to the Constitution of the Free Methodist Church and the Principles of the Christian Journey as defined in the Free Methodist Book of Discipline.* (Copies of these three documents are 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 _____	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 _____
 _____ Copy to Facilities Team
 CODE _____
 TIME _____
 Event recorded on BUILDING RESERVATIONS CALENDAR.