

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 _____ 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 B (Discipleship Building):

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

Building C:

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

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.