



FACILITY USE COORDINATION SHEET

Group or Organization Name: _____

Activity or Event _____

Date: _____ Beginning Time: _____ Ending Time: _____

Contact or Responsible Person: _____

Home Phone: _____ Work Phone: _____

USE: Set-up _____, _____ at _____ am/pm Janitor Own Crew

Clean-up _____, _____ at _____ am/pm Janitor Own Crew

Number expected: _____ Number of Tables: _____ Number of Chairs: _____

Serving food? YES (*Specify potluck, sack lunch, etc.*) _____

Rooms requested (Check requested rooms and indicate setup on reverse side.):

- | | | |
|-------------------------|----------------------------|----------------------------|
| _____ Sanctuary | _____ Calvin Room | _____ Courtyard |
| _____ Narthex | _____ Nursery | _____ Playground |
| _____ Geneva Hall | _____ Geneva Hall Class #6 | _____ Geneva Hall Class #7 |
| _____ Fellowship Center | _____ Choir Robing Room | _____ Parking Lot (North) |
| _____ FC Classroom | _____ FC Kitchen | _____ Parking Lot (South) |
| _____ Adult Portable | _____ Youth Portable | _____ KidZone |

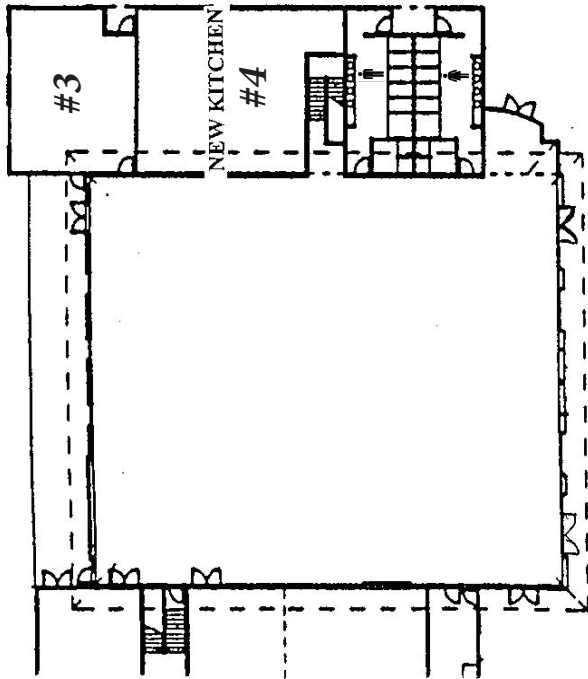
Equipment Needed (if a tech is required, please also fill out Tech Request Form and turn in to Worship Music Arts Office 2 weeks in advance. Use of all sound/AV equipment requires prior approval and is subject to tech availability.)

- | | | |
|-------------------------|------------------------------|------------------|
| _____ Microphone | _____ Podium | _____ Big Screen |
| _____ CD Player | _____ Dry Erase Board | _____ Piano |
| _____ VCR/DVD (no tech) | _____ Sound board/amplifiers | _____ Spotlights |

PLEASE NOTE:

CHANGES MAY ONLY BE MADE UP TO FOUR DAYS BEFORE YOUR EVENT.
YOU ARE PERSONALLY RESPONSIBLE FOR CHANGES AFTER THAT TIME.

FELLOWSHIP CENTER



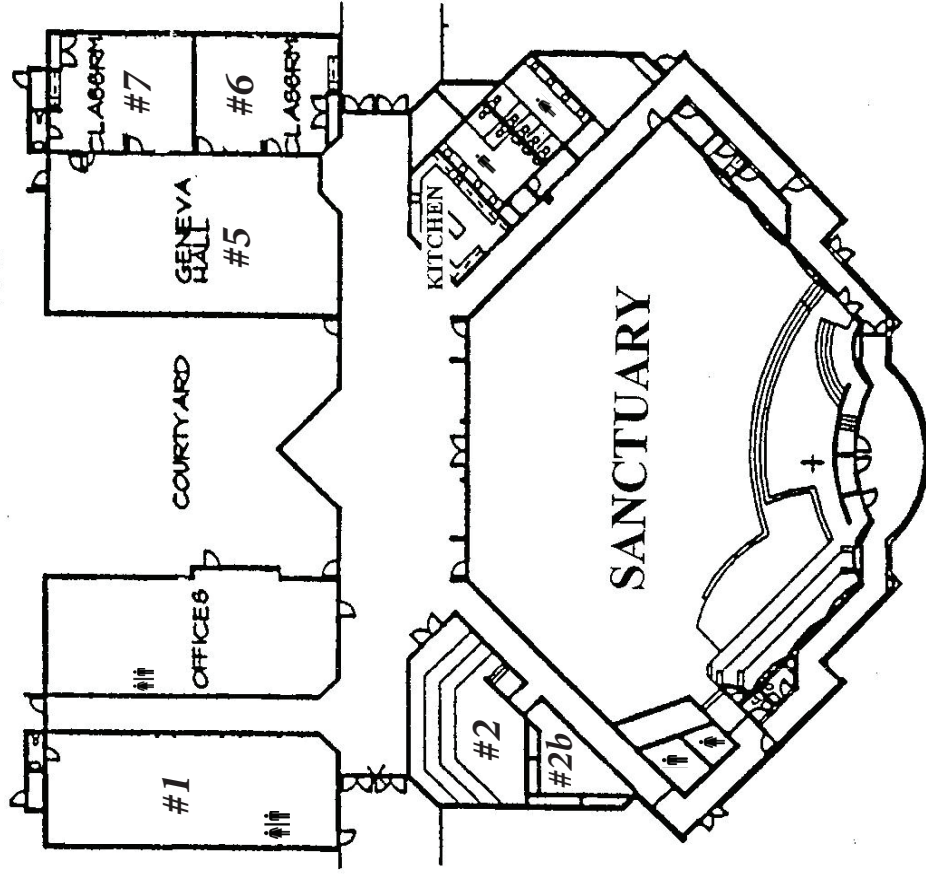
- Room #1 Nursery
- Room #2 Calvin Room
- Room #2b Choir Robing Room
- Room #3 Fellowship Center Classroom
- Room #4 Fellowship Center Kitchen
- Room #5 Geneva Hall
- Room #6 First room off Geneva Hall
- Room #7 Second room off Geneva Hall
- Room #8 Kitchen
- Room #9 Youth Portable (East Side)
- Room #10 Adult Portable (West Side)
- Room #11 Kid Zone



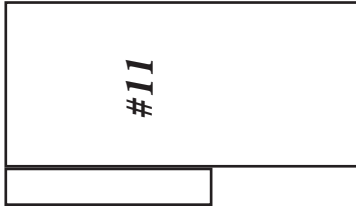
Restroom



MAIN BUILDING



PORTABLE



PORTABLE

