



Facilities Request Form

Today's Date _____

Contact Person _____ Phone # _____ Email _____

Activity _____ Department _____

Date(s) of Activity _____ # People Attending _____

Event Start Time _____ Event Ending Time _____

Door Unlock Time _____ Door Lock Time _____

Activity Frequency: One Time Weekly Monthly Periodic

ROOM RESERVATION (Fee is required for private events)

___ Sanctuary (seats 380) ___ Fellowship Hall (\$100, seats 104 at tables) ___ Conference Room (seats 10)

___ MAG Kids Church (seats 80) ___ The Loft (\$100, seats 48 (12 4-person tables)) ___ Gym (\$150, seats 400 at tables)

___ Student Center (\$150, seats 136 at tables) ___ Student Center Kitchen (\$50) ___ MAG Kids Lower Level

___ Meeting Rooms (seats 25 at tables each room) 1 3 5 2 4 (Circle room #)

To Be Completed By Staff:

Alternative Room #: _____ Date Confirmed: _____

Date & Location Confirmed By: _____ *(staff person only)*

ADVERTISING

___ Bulletin

___ Poster/Flyer

MEDIA DEPARTMENT REQUESTS

Sound: _____

Lighting: _____

Computer: _____

DVD/Video: _____

Live Stream: _____

Custodial Department (please specify set-up in the space provided below or attach an additional sheet of paper)

Tables:

___ Round How Many? _____

___ 6 ft. How Many? _____

___ 8 ft How Many? _____

___ Chairs How Many? _____

Kitchen Department

Order to be filled by: _____

___ Plates	___ Cups	___ Napkins	___ Tablecloths
___ Forks	___ Spoons	___ Knives	___ Other _____

Nursery

of Children _____ Age Range _____ Childcare Provider's Name _____

Transportation Needs:

___ Van(s) How many? _____

___ Shuttle Bus

___ Personal Vehicles _____ Driver _____ Driver Mileage to be paid **Y** or **N**

___ Trailer (Larger)

___ Trailer (Smaller)

___ Charter Name of Company _____ How many vehicles chartered _____

Cost Per Person _____ Need for Housing for driver(s) _____

Drivers Name _____ Departure Time _____ Return Time _____

PLEASE RETURN THIS FORM TO THE CHURCH OFFICE!

Please note that this is a request form. Morningside Assembly may not be able to fulfill all requests for facilities or vehicles. A staff person will respond to your request as soon as possible if there are conflicts. Thank you for your cooperation.