



# Facility Request

Requesting Ministry / Organization	Phone Number
Contact Person / Person in charge at the event	Email Address
Address	State / Zip
Today's Date	Event Time: (Not including setup, clean up)

Dates Requested (Next to facility)	Time you need to get in and time you expect to be out	Circle Rooms Requested (see campus map on back)	Description and Type of Event, number of people, Activities that will take place in the room?
		WC Auditorium	
		Hospitality Room A / Room B	
		Worship Center Kitchen	
		F-201 / F-202(Infant rm.)	
		F204 (Prayer Room)	
		Gymnasium	
		Life Center Classrooms (please list #s)	
		Life Center Kitchen / Cafeteria	
		B-1 (Barn) or B-2 (Refuge)	
		Modulars (list #s)	
		Other _____	

**Special Note:** It is required for all children and youth to be under adult supervision during events or practices. If parents bring children or youth to your event or practice you must provide supervision for them. No child or youth or supervision is to take place in the Worship Center Auditorium.

**Request of resources ( Please check box and fill in information as needed )**

Use of \_\_\_\_\_ 6ft. tables, \_\_\_\_\_ 8ft. tables, \_\_\_\_\_ 5ft. round tables, \_\_\_ podium, \_\_\_ white board

Sound system, Items needed: \_\_\_\_\_  Sound Tech needed

Church wide event, set-up requested ( Submit set-up diagram ) Set up diagram submitted \_\_\_ YES \_\_\_ NO

Use of Kitchen equipment . Equipment to be used. \_\_\_\_\_

Church wide event, paper products requested. Types of paper products needed \_\_\_\_\_ for the number of people \_\_\_\_\_

Other items requested or other comments \_\_\_\_\_



**Do not write below this line. For Office use only.**

Date : \_\_\_\_\_ Approved Approved with comment Unable to Approve  
 Route to: RCC Maintenance Dept. RCC Music Dept. Other

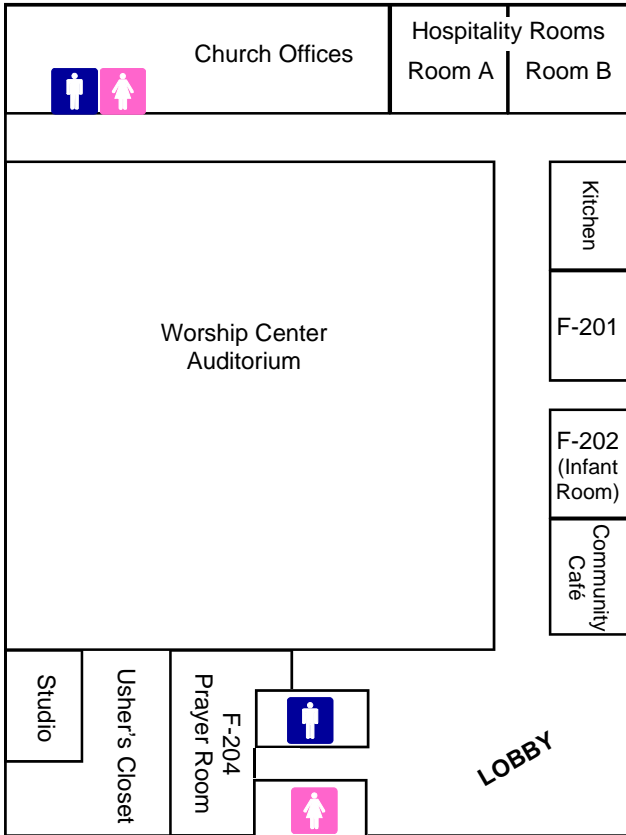
Reviewer's Comments: \_\_\_\_\_  
 \_\_\_\_\_

# LIFE CENTER

**MAP KEY**

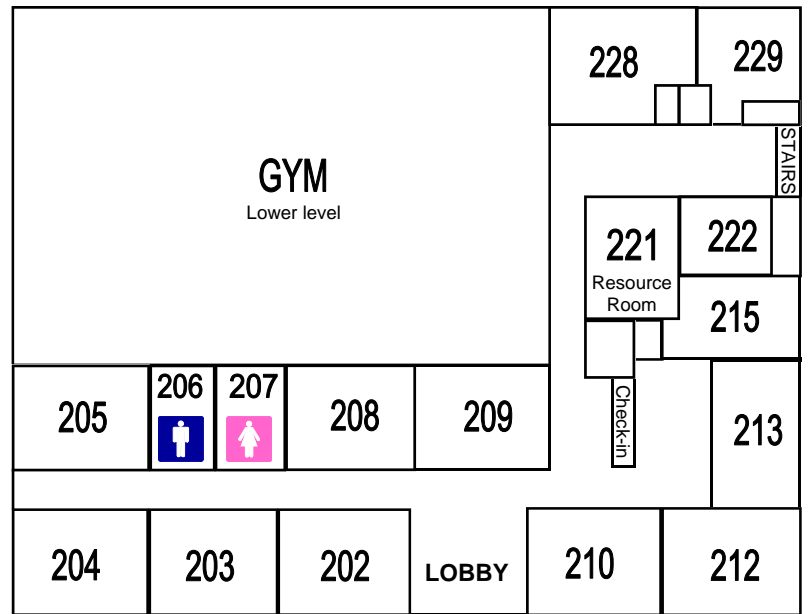
-  Men's/Boys' Restroom
-  Ladies'/Girls' Restroom

# WORSHIP CENTER

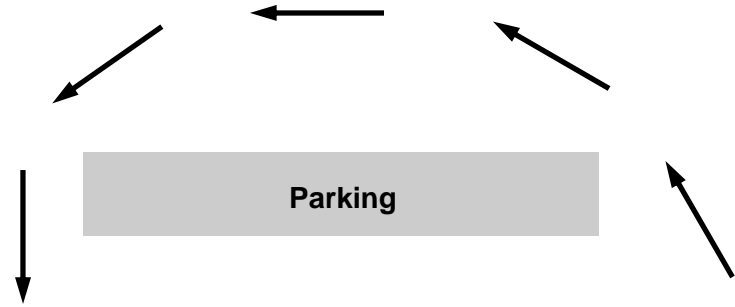


← To  
Worship  
Center

**Handicapped Parking**



# Life Center Drop-off Area



# DESTINY DRIVE

