

Room/Facility Use Reservation Ministry Related Event - Form #1

No Usage Fee Required. Facilities Team and Church Office must approve all usage requests.

Section 1: Event Information

Event Name: _____

Description: _____

Anticipated attendance: _____

Responsible person for event (must be Bethany attendee) : _____

Responsible person's phone number: _____

Date of event: _____ Time of event: _____

Time room is needed for setup: _____ Time Cleanup will be completed: _____

One-time event: _____ Ongoing: _____ (If ongoing, please circle days: M T W TH F S S)

Ongoing event: Starting date ___/___/___ Ending date ___/___/___ Frequency _____

Section 2: Event Resources Needed

Please check all requested rooms (Building maps and usage fees required are available upon request.):

___ Atrium	___ Friendship Room	___ Kitchen (by ofc)
___ Ball Diamond	___ Gym	___ Kitchen (by fellowship hall)
___ Fellowship Hall	___ Classroom # _____	___ Other: _____
___ Fireside Room	___ Kitchen (by gym)	

Church vans – How many? _____ Trailer _____

If you need tables/chairs available for this event, how many of each? _____ Tables _____ Chairs

(Room set-up & clean-up will be the responsibility of the person reserving the area.)

Check any additional items needed:

___ Digital Projector	___ Sound System	___ Athletic Equipment	___ Podium
___ Chalk Board	___ Whiteboard	___ Punch Bowl	___ Coffee Maker
___ TV & VCR/DVD	___ Chairs	Tables 6' round – Qty _____	Tables 8' long – Qty _____
___ Other _____			

As the responsible person, I understand and agree to abide by the Facilities Use Policies & Procedures.

Signed by: _____ Date: _____

Entered on calendar by: _____ Date: _____