



Facilities Reservation Request

Grace • Worship • Community • Service

Date of Request: _____

Type of Event

- LSUC Ministry LSU LSA SECC Concert/Program (A/V checklist) Wedding (wedding info) for _____ Memorial/Funeral Other

Event

Name of Event: _____ Date of Event: _____

Time of Event--Beginning: _____ Ending: _____

Set-up time needed before: _____ Clean-up time after: _____

Contact Info

Contact Person: _____

Billing Address: _____

Phone: _____

Email: _____

Secondary Contact

Contact Person: _____

Billing Address: _____

Phone: _____

Email: _____

Facilities Requested (check all that apply)

Church Building Main Floor

- Sanctuary (1400)
 - Mother's Room (25)
 - Pastor's Room (10)
 - Prayer Room (20)
 - Seminar Room 30 (74)
- #### Church Building Lower Level
- Choir Room (91)
 - Bell Rehearsal Room (25)
 - Junior Room (93)
 - Kindergarten Room (70)
 - Tiny Tots Room (71)
 - Cradle Roll Room (61)

Education Center Upper Level

- Youth Chapel (314)
- Earliteen Room (93)
- Counseling Center (84)
- Church Office (15)

Education Center Lower Level

- Pathfinder Room (383, or 179 with tables)
- Pathfinder Kitchen (no cooking - heat up only)
- Primary I Room (63)
- Primary II Room (74)

Sierra Vista

- Sierra Vista Chapel (310, or 145 with tables)
- Sierra Vista Kitchen (no cooking - heat up only)

Audio/Visual Needs

- We have no audio visual needs.
- We are providing our own equipment that will not be connected to the house system.
- We will require use of the house system and/or equipment. (Fill out A/V checklist on reverse side)

Other Needs

Number of Tables: _____ Number of Chairs: _____ Special Room Set-up (please include a diagram)

Other Equipment Requested: _____

I have read the church policies on the back of this form and agree to abide by them.

Signature _____ Date: _____

Office Use

Billing Quote: _____ Pastor Approval: _____ A/V Checklist Returned: _____

Deposit: _____ Reservation on calendar: _____ A/V Tech Assigned: _____

Total Paid: _____ Reservation to A/V: _____ Wedding Packet Returned: _____

Cleaning scheduled: _____ Reservation to FM: _____ Wedding Host Assigned: _____