

Organization / Group / Ministry Name: _____ Date: _____

Type of Organization / Group: Christian church or non-profit Christian organization Other community non-profit organization Commercial or Private Group

Description of Event / Activity: _____

Contact Name: _____ Email (required): _____ Phone: _____

Billing Address: _____ Cell: _____

Person in Charge of Use: _____ Phone: _____

Date of Event: _____ Day of Week: _____ Event Start Time: _____ Event End Time: _____

Timespan of Use (set-up, event/meeting, clean-up): Start Time: _____ End Time: _____

If Recurring: Start Date: _____ End Date: _____ List recurring dates here: _____

Number of people using facility: Estimated Adults: _____ Estimated Children under 18: _____

Building Access: Already have access (key / key card) Need Access

Facilities and Equipment Requested (please mark each needed):

WORSHIP CENTER

FELLOWSHIP CENTER

OTHER NEEDS

- Main Worship Area and Stage
- Café / Kitchen
- Infants/Nursery Room
- Audio / Video Technician Needed
- Audio System – Main Worship Area
- Video System – Main Worship Area
- Lighting System – Main Worship Area
- Wired Microphone
- Wireless Microphone
- Other: _____
- _____
- _____
- _____
- _____

Main Fellowship Area

SPECIAL REQUESTS

- DVD
- Lectern
- Rectangle Tables Qty: _____
- Round Tables Qty: _____
- Chairs Qty: _____
- Round Table Cloths white black
- Rectangle Table Cloths (black only)

*** Special arrangements must be made if the OpenDoor facilities are used on Saturday after it has been cleaned for Sunday church services.

I acknowledge that this form is only a request to use The OpenDoor facilities. Use of the facilities can only be approved through this form by the Pastor.

Signature

Date

<i>For OpenDoor Use Only</i>	<input type="checkbox"/> Approved	<input type="checkbox"/> Declined	Reason for Decline: _____
<input type="checkbox"/> Schedule Checked	<input type="checkbox"/> Approval/Declination Emailed	<input type="checkbox"/> Event Added to Calendar	<input type="checkbox"/> Rental Contract Required <input type="checkbox"/> A/C Scheduled