

**FACILITY/VEHICLE/EQUIPMENT
RESERVATION FORM**

EVENT: _____ Church Sponsored: Yes _____ No _____
 DATE: _____ TIME: _____

PLEASE RETURN THIS FORM TO THE CHURCH SECRETARY. IF YOU WOULD LIKE AN ANNOUNCEMENT PUT IN THE CHURCH BULLETIN, PLEASE USE THE BACK OF THIS FORM.

ROOMS NEEDED:

FMC GYM _____ (For set-up of tables/chairs, please Contact Don Boyce at 862-0051)
 FMC Kitchen _____ (Please fill out a kitchen reservation form & return it to the deaconesses)
 FMC Fellowship Room _____
 Old Fellowship Hall _____
 Auditorium _____
 Classroom (Room #) _____

VEHICLE RESERVATION:

1 – White Van _____ Approved Driver _____
 # 3 – Dark Blue Van _____ Approved Driver _____
 # 4 – White Van _____ Approved Driver _____

EQUIPMENT NEEDED:

Projection Auditorium _____ Contact Brent Young at 785-8994 ext. 24
 Sound Equipment-Auditorium _____ Contact Brent Young at 785-8994 ext. 24
 Projection FMC _____ Contact Brent Young at 785-8994 ext. 24
 Sound Equipment-FMC _____ Contact Brent Young at 785-8994 ext. 24

SOUND TECHNICIAN

Auditorium _____ Contact Brent Young at 785-8994 ext. 24
 FMC _____ Contact Brent Young at 785-8994 ext. 24

(honarium for sound technicians at weddings is \$100.00)
(honarium for sound technicians at receptions is \$100.00)
(honarium for sound technicians at any non-church sponsored activity is \$100.00)

PERSON IN CHARGE OF THE FOLLOWING:

Event:	Name:	Phone #
Opening of building	Name:	Phone #
Lock-up of building	Name:	Phone #
Closing of windows	Name:	Phone #
Lights Out	Name:	Phone #
Thermostats Down	Name:	Phone #
Equipment	Name:	Phone #
Clean-up	Name:	Phone #

CLEAN-UP PROCEDURES:

Vacuum carpet in all areas used
 Mop all tile and brick floors used
 Clean all restrooms used
 Replenish toilet tissue, paper towels and soap in restrooms

TRUSTEE APPROVAL Yes _____ No _____ Date: _____

\$60.00 Custodial Fee required Yes _____ No _____

***Requires Trustee Approval**

Trustees: Please return this form to the church secretary after approval is granted or denied

FOR OFFICE USE ONLY:

Organization/Individual Notified: _____ Date: _____

