

Today's Date:

FACILITY REQUEST FORM

Request forms must be completed and submitted 2 weeks prior to the event date.
Contact the Church Office for any non-ministry related facility use policies and fees.

Event Title:

Event Start Date:

Event End Date:

Event Start Time:

Event End Time:

Number of Attendees:

Event Contact:

Home Ph:

Work Ph:

Will Food be Served: *(circle one)* Yes No

Food Provided By:

Facilities Requested: *(X Any Applicable)*

- MB Classroom Space
- Main Sanctuary
- Conference Room
- Heritage Hall A
- Heritage Hall B
- KIDS Zone
- Kitchen (Heritage Hall)
- Classroom (Heritage Hall)
- Conference Room (Heritage Hall)

Amenities Requested: *(SMBC Ministry Functions Only)*

- Plates
- Cups
- Napkins
- Tablecloths
- Plastic Ware
- Cloth Linens *(Cleaning Fees Apply)*

Audio/Visual Requests: *(X Any Applicable)*

The equipment listed is only available for the Main Sanctuary, KIDS Zone and Heritage Hall. Please contact the Church Office if audio/visual equipment is needed in other locations. *(A/V requests are subject to final approval)*

- Audio Operator
- Sound System
- Music Playback
- Lapel Microphone (Qty)
- Handheld Microphone (Qty)
- Projector Screen
- DVD Player
- Television
- LCD Projector
- Video Recording

Other A/V Needs:

Special Instructions:

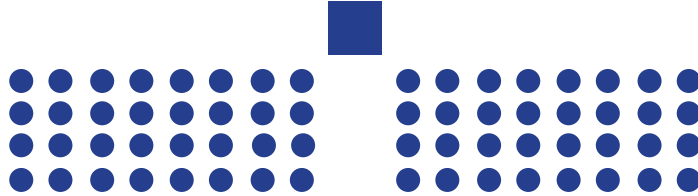
Today's Date:

FACILITY SET-UP FORM

MEETING ROOM SET-UP STYLES

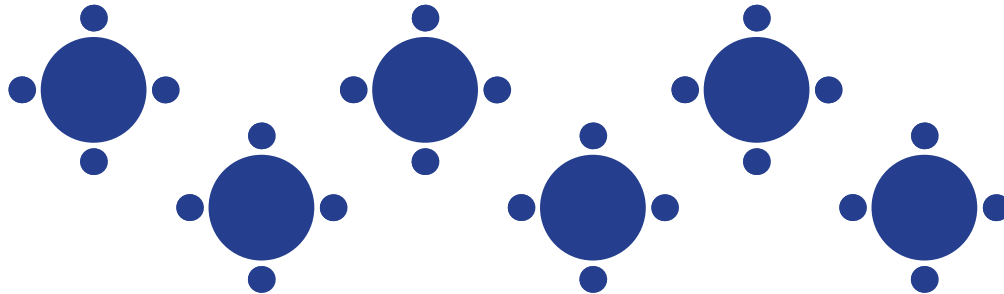
Auditorium Style

Appropriate for short lecture or larger groups that do not require extensive note-taking.



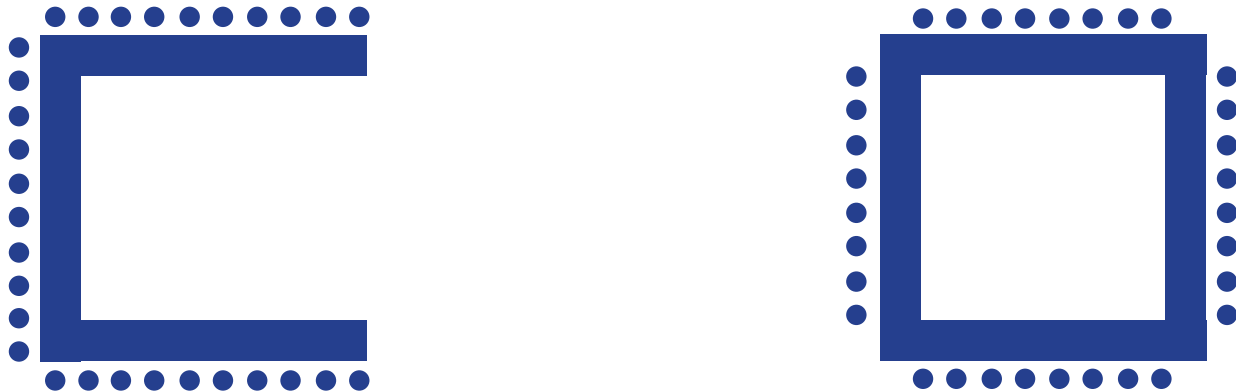
Banquet Style

Used for meals and small group discussions. Five foot round tables seat eight people per table.



U-Shape Style

Appropriate for groups fewer than forty, with a group leader or panel seated on one side of the set-up.



Classroom Style

Appropriate for long lectures. For large numbers, table rental will be required.

