

RESOURCE REQUEST FORM

Date Request Submitted: _____
Request Status: New Update to scheduled event

COMPLETE ENTIRE SECTION

Event Name: _____

Number Attending: _____ Description (optional): _____

Event Dates:

If selecting multiple Dates list separately in Special Requests below.

From: _____ To: _____

Weekday: Su M Tu W Th F Sa

Recurring Event? Daily Weekly Monthly

Event Times:

If selecting multiple Times list separately in Special Requests below.

Start: _____ AM PM End: _____ AM PM

Setup Time: _____ Minutes Hours Days

Cleanup Time: _____ Minutes Hours Days

Contact Name: _____

Contact Phone: Home _____ Cell _____

Contact Email: _____

COMPLETE APPLICABLE SECTIONS

Resources Requested

Check all that apply.

- Classroom _____
- Fellowship Hall
- Gym
- Kidz Street*
- Kitchen
- Koinonia Cafe
- Koinonia Hall*
- Library
- Lobby:
 - FLC
 - Kidz Street/Venue
 - Koinonia Hall
- Pastor's Reception Room
- Sanctuary*
- Venue*

*If Audio/Visual is needed please complete that section.

Equipment

Please complete this section if you need additional equipment.

- AV Unit (TV/DVD/VCR)
- PowerPoint Projector
- Tables:
 - Round _____ qty
 - Rectangle (3 ft.) _____ qty
 - Rectangle (6 ft. lg.) _____ qty
 - Rectangle (6 ft. sm.) _____ qty
 - Rectangle (8 ft.) _____ qty
- Basketballs (Goal Height _____)
- Volleyballs (Net Height _____)
- Other _____

Audio Visual

This is only available in the Sanctuary, Koinonia Hall, Venue, and Kidz Street.

Audio System: ___ Yes ___ No

PowerPoint: ___ Yes ___ No

Do you need an AV Tech?
___ Yes ___ No

Vehicle Request

Please select the Vehicle below.

- Bus #1 (30 passenger)
- Bus #2 (15 passenger)
- Bus #3 (15 passenger)

Driver: _____

Special Requests/Additional Comments: _____

