

Providence Road Church of Christ

FACILITIES/VAN/EQUIPMENT USE

REQUEST FORM

NO EVENT IS PUT ON THE FACILITY CALENDAR
UNTIL THIS FORM IS RECEIVED BY THE CHURCH OFFICE.

Date Submitted: _____

Date Facility/Equipment is requested: _____

LOCATION(S) REQUESTED: Worship Building Auditorium _____ Foyer _____

Vehicles
Bus _____ <small>(must have CDL license)</small>
Van _____
Trailer _____

Founder's Hall Room(s) # _____

Education Building Room(s) # _____

Family Life Center Room(s) # _____

Information/Registration Table in Foyer _____

Nursery (age 0-36 months only) _____

Gym _____ Kitchen _____ (off gym) _____ (#19 Founder's Hall)

(see facility map on back for the room numbers you are requesting)

Time of activity: FROM: _____ TO: _____

Set Up Time needed: _____ minutes Tear Down Time: _____ minutes

Event: _____

Church Related: YES _____ NO _____ Number of People Involved In Event: _____

Responsible Person: _____

Insurance requires an adult **MUST** be present in each room at all times.

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____ Work Phone Number: _____

E-Mail _____ Cell Phone: _____

Dates Registration/Information Table needed: _____

Equipment Needed: None: _____ Long Tables _____ Round Tables _____ Chairs _____

(Put in the number of tables and chairs needed)

TV _____ VCR _____ Additional Needs: _____

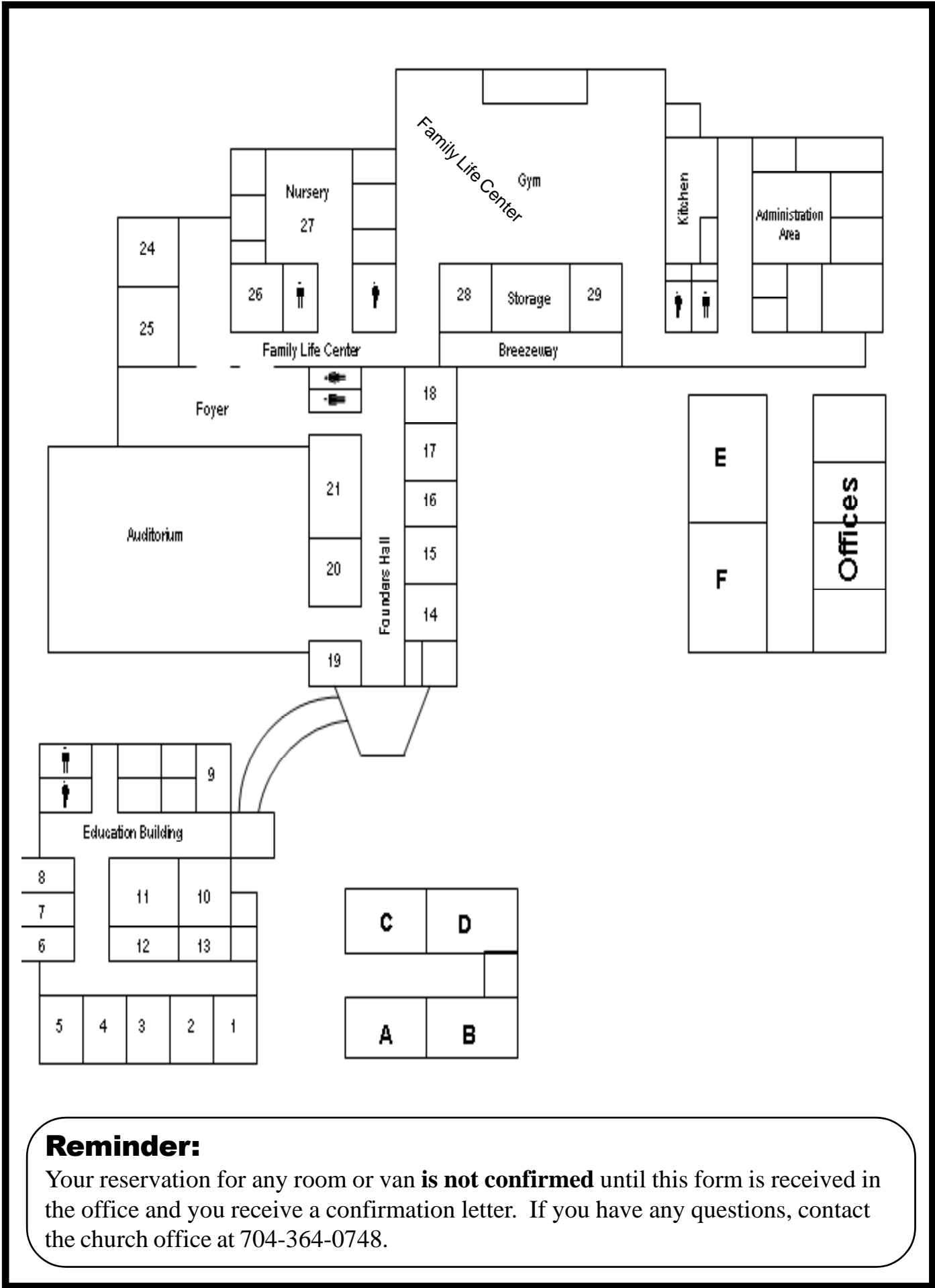
Dinner Plates _____ Dessert Plates _____ Bowls _____ Cups _____ Utensils _____ Napkins _____

Tablecloths _____ (Put the number needed, size, color preferred)

Responsible Person Signature: _____

****You are responsible for setting up and tearing down your event, cleaning any area used for your event and making sure all doors are locked when you leave.****

Note: The Church and Providence Christian School have first precedence over all events.
This is a non-profit organization and this premise cannot be used for any money making ventures.
This facility cannot be used for private business enterprise.



Reminder:

Your reservation for any room or van **is not confirmed** until this form is received in the office and you receive a confirmation letter. If you have any questions, contact the church office at 704-364-0748.