

FACILITY AND EQUIPMENT USE REQUEST

Harvest Church Administration Office / Ministry Center

Date of Event: _____

Event Name: _____

Responsible Party: _____ **Phone:** _____

Childcare Need: _____

(Childcare is in the Office Lobby Area)

Event Time: _____ to _____

Set up Time: _____ to _____

Facility Area Needed:

Ministry Center _____

* Tables: (circle) Yes / No How Many? _____

Office Lobby _____

* Chairs: (circle) Yes / No How Many? _____

Will you be having Praise and Worship? (circle) Yes / No

A/V needs:

Food Served: Yes _____ No _____

How many expected? _____

*** ITEMS NEEDED:**

- Coffee Pot (s)
- Coffee Thermos
- Chafing Dishes
- Cold Beverage Dispensers
- Table Cloths: ____ round ____ rectangle
- Serving Utensils
- Paper goods: ____ plates ____ dessert plates ____ plastic cups ____ styro cups
____ plastic ware
- Water Pitchers
- Cooking Needs: ____ pans ____ pots ____ griddle ____ other _____
- Pop up tents

CLEAN-UP PERSONS: _____

*** Items requested will be ready for you and your team to set up.**

Office Use Only:

Date Received _____ Confirmation Call/Email (Date: _____)

Staff Contacts Required: _____