

**Event & Facility Use Request
(Non Ministry members only)**

Please print clearly and submit this form to the church office. Meeting approval and facility use due 30 days before event, If already approved facility use must be submitted 14 days before
Office phone 610-352-3200 Office Fax 610-352-3554

(1) Date submitted _____ **(2) Name of Requester** _____

(3) Ministry name _____ **(4) Branch Name** _____

(5) The best way and time to reach me _____

(6) The purpose of meeting; _____

(7) Dates _____

(8) Times –Begin/ End _____ **(9) #of people** _____

(10) Room Set up needed _____

(11) Approved by ministry leader () yes _____

(12) Responsible person

We need the following special items (check all that apply)

**(13) _____ Building (Opened/Closed) (Times
_____)**

I have a key and code I will open and close
Sign _____

(12)_____ basic **sound set-up** (one microphone) No additional cost
(13)_____ **Full sound set up, Technician, recording and play back (offering for Technician)**

(14)_____ **Other** (tables, chairs, kitchenette, childcare room, class rooms, podium, etc)

Please bring trash bags and empty all trash in the large bin in the back of the parking lot as you leave.

Note; If you need to cancel –notify the office as soon as possible



Rooms Assigned_____

Date Received_____ () Approved () Disapproved /

Responsible Person_____

office Staff
Signature_____