

Watts Chapel Missionary Baptist Church 2012 Facility Use/Meeting/Rehearsal/Event Form

To: Church Administrative Office *(submit form 4 weeks prior to date(s) space, equipment, etc. is needed.)*

Ministry: _____

Phone Numbers

Home: _____

Ministry Leader: _____

Work: _____

Cell: _____

Date submitted: _____

E-mail: _____

NAME of meeting, rehearsal, or event:

START TIME:	END TIME:
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Below, in addition to date, area, number expected and equipment needed, indicate the time you will need access to the church for set-up and when you think you will be done with clean-up. **ON THE BACK:**

- Indicate the number of tables and chairs needed, if applicable.
- A diagram of how the room should be set-up for your event, meeting, or rehearsal, if applicable.
- Dates, times, etc. of recurring meetings, rehearsals, or events.

DATE of ONE-TIME meeting, rehearsal, or event (space for <i>recurring dates on back</i>)	What TIME will you need ACCESS TO THE CHURCH to set-up for your meeting, rehearsal, or event?	What AREA REQUESTED? <i>e.g., Sanctuary, Multipurpose Room, Fellowship Hall, or Classroom(s). If unsure, you may leave this area blank and we will choose for you.</i>	How MANY PEOPLE do you expect?	What EQUIPMENT WILL YOU NEED? <i>TV/DVD, widescreen TV/DVD, projector, laptop, boom box or screen (See below for Audio or Photography needs)</i>
	What TIME will you be DONE WITH CLEAN-UP and out of the space following your event?			

Do you need to **use the kitchen?** Yes No

Do you need **assistance from the Culinary Arts Ministry?** Yes No

Do you want the **Photography Ministry** to take pictures? Yes No

Is **Security** needed? Yes No

Audio: How many **microphones** will you need? _____ **(30-day notice required by Audio Ministry)**

Breakdown: _____ wireless: _____ handheld: _____ lapel

Other audio needs: _____

F O R O F F I C E U S E O N L Y :	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved; reason: _____
cc:	Notes:
<input type="checkbox"/> Audio Ministry	
<input type="checkbox"/> Chair of the Trustee Ministry	
<input type="checkbox"/> Church Sexton (Cotten)	
<input type="checkbox"/> Church Sexton (Mims)	
<input type="checkbox"/> Culinary Arts Ministry	
<input type="checkbox"/> Deacon Eugene Weeks	
<input type="checkbox"/> Photography Ministry	
<input type="checkbox"/> Sentinel Ministry	
<input type="checkbox"/> Sunday School Ministry	
<input type="checkbox"/> Video Ministry	

