



Contact Name _____
 Phone # _____
 Date of Event(s) _____
 Time _____ Type of Event _____

FACILITY & EQUIPMENT USE FORM

The policy of the DEACON BOARD is that this form is due 2 weeks before the event. Facilities should be left in the same condition they were found. A \$50.00 Cleaning deposit will be required prior to event.

Date Received _____

What special equipment will you need?

Please circle all that apply:

- | | |
|--------------------------------------|--|
| I will need to use the sound system. | I will need music (CD player provided). |
| I will need to use the stove. | I will need to use video projection |
| I will need to use a microphone. | (availability varies depending on rooms needed). |

If you need to learn how to operate any audio/video equipment and/or the stove, please make an appt. before the event to visit with Kristy Fitzgerald 405 224-0968.

Which areas will you be using?

Please circle all that apply:

- | | | | |
|---------------|------------|--------------------------|-------------------|
| Sanctuary | Kitchen | Nursery | Children's Church |
| Sonshine Room | Youth Room | Van(s) (How many? _____) | |

What setup equipment will you need?

Please circle all that apply and give number needed:

- | | |
|----------------|----------------------|
| Chairs (_____) | Tables (Round _____) |
| | (Rectangle _____) |

This equipment will be available but will not be set up for you. If you require a special layout for your event, please make plans to arrive early to set up and allow time after your event to reset the room to its usual layout. See attached maps for assistance.

cut or tear here and keep this portion

Guidelines Checklist

- Clean up all areas and/or vans used (cleaning equipment located in the Sonshine Room closet).
- Reset room to usual layout.(see reverse)
- Take trash out to the dumpster (located on the east side of the building outside the children's church door).
- Please do not use or move any equipment not requested on this form.
- Please take leftover food with you or throw it away.
- Turn off lights.
- Reset thermostat (unhold any setting you put on hold).
- Lock the building and set the alarm (instructions on check out key).
- Return key to the office to receive your deposit.

Diagram of Room Lay Out

