



NEW VINEYARD CHURCH

Application for Use of Facilities

The Secretary office must receive completed request at least three (3) weeks in advance.
All lines must be completed. Please write legible.

Today's Date _____

Name of Ministry Leader or Requestor _____

Request By: _____ Phone Number _____

Standing appointment Same area Same arrangements

****If this is not a standing appointment, please complete this form in its entirety and sign.**

Date(s) Need _____

Circle Day(s) of Use: M T W Th F Sa Su Target Audience: In House Public

Name of Event: _____ Estimated Attendance _____

Event Description _____

Admission: Free Cost _____

Please see Finance Ministry on handling finances.

Room(s) or Facility(ies) Desired:

Sanctuary Fellowship Hall Kitchen Area Nursery Classroom # _____

Other: _____

Check services necessary to accommodate the event.

- Yes No Technology Services – tv, audio, video, sound system
- Yes No Custodial Services – clean up before and after event
- Yes No Welcome Services – greeters, ushers, parking lot attendants
- Yes No Media Services – publicity, flyers, posters, newsletter, radio
- Yes No Office Services – copier, typesetting
- Yes No Building Services – special setups, tables, chairs, podium

Office Use
Request Approved _____
Request Denied _____
Charges _____

Arrangements/Setup Required (Be specific)

I promise to abide by all policies, procedures, and other requirements for the use of New Vineyard equipment and property.

Approved by:

Person Responsible for Activity

Facilities Manager

Property Policy Statement

Pay Information

Cash

Money Order

Check # _____

Deposit paid \$ _____ Date paid _____

Final payment \$ _____ Date paid _____

Person receiving the deposit _____

Person receiving the final payment _____