

Worship Center Facility Request Form

Event Name: _____

Event Date(s): _____ Day(s) of week: _____ Start & End Time: _____

Worship Center Room(s):

___ Sanctuary #1 ___ Cafe #2 ___ Ministry Hub #3 ___ Fireplace Room #4 ___ Kitchen #5

___ Prayer Room #6 ___ Classroom 2 #7 ___ Classroom 1 #8 ___ Pod 3 #9 ___ Pod 2 #10

___ Pod 1 #11 ___ Nursery #12 ___ Conference #13 ___ The Platform #14

Are you renting any equipment?: _____ If so, what?: _____

Delivery date: _____ Pickup date: _____

Event leaders are expected to staff their events. The following is a checklist to help you identify and schedule personnel who might be required for your event.

Setup: _____

Cleanup: _____

A/V: Sound tech: _____

Confirmed?: _____

Lighting tech: _____

Confirmed?: _____

Projector tech: _____

Confirmed?: _____

Video playback: _____

Confirmed?: _____

Video recording: _____

Confirmed?: _____

Childcare:	Caregivers:	_____	Confirmed?:	_____
		_____	Confirmed?:	_____
		_____	Confirmed?:	_____
		_____	Confirmed?:	_____

Additional notes/requests: _____

After the event, the facilities must be put back together and be ready for church on Sunday. This includes:

- Chairs put back (see attached diagram)
- Stage put back and set to neutral (see attached diagram)
- Trash cleaned up and taken out
- Floors vacuumed
- All equipment returned to its original location

Please complete and submit this form to the front office at least **four weeks before** the planned date of your event. You will be contacted when your event is approved. If you have any questions in the meantime, please feel free to contact the front office either by e-mail (info@orchardchurch.life) or telephone (951.699.5433). Thank you.

Contact Name _____ Phone number: _____

Ministry Lead Approval Signature: _____ Date: _____

Pastor Signature: _____ Date _____