

**Destiny Fellowship
Policy and Procedure
RESERVING DATES AND ROOMS**

POLICY

Because this is a growing body of believers, the need for use of this facility is growing also. To avoid conflict in scheduling activities to be held in the facility, a **Room Reservation Request Form** must be filled out and approved by the pastor. Fill out the form with as much detailed information as possible, including room requested for use, and any equipment (i.e. audio sound, tables, chairs, podium, etc.), necessary.

PROCEDURE

1. Contact the church office at to request and complete a Room Reservation Request Form. (These forms may also be found in the CE Building Workroom - C-110)
2. Upon completion, return it to the church office. The church office manager will verify date and room availability.
3. Upon availability verification, the Room Reservation Request Form will be forwarded to the pastor for approval.
4. After approval, the office will do a follow-up / confirmation with requesting party.

This facility has been built and dedicated to the Lord's work. Please be mindful of this when making your request and following these guidelines.

ROOM RESERVATION REQUEST FORM

PLEASE PRINT CLEARLY

Date Submitted
Name
Phone
Email
Day and Date(s) Requested
Number of people expected (Note: Childcare cannot be provided for.)
Function / Activity
Is this a one-time or re-occurring event / activity?
If re-occurring, what is the frequency?

Office use only:

Approved By: _____

Setup arranged: _____

Other: _____

Note: Any printed materials must be submitted for approval. Bulletin announcements must be submitted in writing with all of the pertinent details. (Please, no verbal or phone-in requests. Errors may occur in advertising your event / activity).

ROOM(S) REQUESTED (please circle)

Main Sanctuary	Fellowship Hall***
Sunday School Building	Game Room #B112 (special request)
Christian Ed Building:	Room #B115 (seats 10-15)
	Room #C102 (seats 32-40)
	Room #C107 (seats 25-30)

TIME TABLE REQUESTED:

"IN" to set up your room (i.e. set up at noon) _____

"START" time for function to begin (i.e. 1pm) _____

"OUT" after clean-up (i.e. ends at 3pm, 1 1/2 hr for clean-up, out at 4:30pm) _____

WILL YOU REQUIRE KITCHEN SUPPLIES?

Paper Goods	Appliances / Service ware:
Paper plates (dinner / dessert)	Coffee pot(s)
Paper bowls	Coffee (regular / decaf)
Napkins (dinner / dessert)	Creamer, sugar, sweetener
Paper cups (hot / cold)	Microwave
Flatware / Serving-ware	Refrigeration
Tablecloths	Punch Bowl(s) / Cups

Will you require sound equipment (microphones / CD, DVD player, etc.)? _____

(Note: Use of the sound equipment in Sanctuary or Fellowship Hall requires training or arrangements made for a sound tech prior to use.)

Room layout / needs (i.e.: tables, chairs, lectern, etc.) _____

(Note: Please use other side of this request form for drawing your suggested room layout.)

Use this space to draw your proposed room layout.

