



Faith Chapel

Initial Contact for Facility Use

Thank you for your interest in having your event at Faith Chapel. To help us with considering your request, please fill this form out and return at your earliest convenience. We will do our best at making the time between your submission and the final decision on your event as quickly as possible. If you have any questions in the process, please feel free to contact us at 656-8780.

Today's Date: _____

Name of Requesting Organization _____

Contact Name _____ Title _____

Address of Organization _____

City/State/Zip _____

Email _____ Website _____

Phone: Work _____ Home _____ Cell _____

Organization Role/Purpose In Our Community _____

Name of Event _____

Date Requested _____ Is This Date Flexible? _____

Start Time _____ End Time _____ Set-Up Time _____

One-Time Event? _____ On-Going Event? _____ Expected # Attendance _____

Description of Event (Include Type Of Audience) _____

Will There Be A Need For: Sound PowerPoint Video

Kitchen use (basic prep) Kitchen use (meal cooking)

Office Use Only:

Rec'd _____	Approved _____	Notified _____	Event Form _____
To L.T. Approval _____	Room(s) _____	Fee _____	
	L.T. Approved _____	Notified _____	Event Form _____