## Facility Utilization Form

**NAME OF FUNCTION:** ____________________________

**DATE & DAY REQUESTING:** ____________________________

**FROM:** _______ (AM/PM) TO _______ (AM/PM)

**TYPE OF FUNCTION:** ____________________________

**GROUP/ORGANIZATION:** ____________________________

**CONTACT PERSON:** ____________________________

**DAY TIME NUMBER TO BE REACHED:** ____________________________

**NIGHT TIME NUMBER TO BE REACHED:** ____________________________

### SPACE UTILIZATION

**FACILITY TO BE USED:**

- DeBerry Education Center (Room: __________)  
- Fellowship Hall (Legacy Bldg)  
- class room (Destiny Bldg)

- Sanctuary (Legacy Bldg)  
- Sanctuary (Destiny Bldg)  
- Cobb Center (Destiny Bldg)  
- Conference Room (Destiny Bldg)

**NUMBER OF PEOPLE EXPECTED:** ________

**WILL SPECIAL ROOM SET UP BE REQUIRED?**

- Yes  
- No

**IF YES, PLEASE DESCRIBE BELOW AND DRAW DIAGRAM OF ROOM SET UP ON BACK**

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### EQUIPMENT/ADDITIONAL REQUEST

**TYPE OF EQUIPMENT REQUIRED:**

- Microphone(s)  
- Audio Recording  
- Video Recording  
- Table Cloths

- Projector

- PODIUM  
- SCREEN

**PLEASE INQUIRE OF THE ADDITIONAL FEES FOR TABLE CLOTHS, PROJECTOR/SCREEN, AUDIO & VIDEO RECORDING**

### KITCHEN USE

**WILL USE OF LEGACY BUILDING KITCHEN BE NEEDED?**

- Yes  
- No

**FOOD OR REFRESHMENTS SERVED?**

- Yes  
- No

**SETUP ARRANGEMENTS?**

- Yes  
- No

**# OF PEOPLE SERVING:** ________

**WHAT KITCHEN EQUIPMENT WILL BE USED?**

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### PUBLIC ANNOUNCEMENTS

- Graphics Needed (SJCC ministries only) Graphic request form must be completed 3 weeks in advance of scheduled event

- Bulletin/Video Announcement (SCJJ ministries only)

- Other (Describe):

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**Church office use**

**DATE APPROVED:** ____________________________  
**APPROVED BY:** ____________________________

**DATE ENTERED ON CALENDAR:** ____________________________

**AUTHORIZED EQUIPMENT USER:** ____________________________  
**PERSON SECURING FACILITY:** ____________________________

**DENIED (REASON):** ____________________________
INSTRUCTIONS

Write in the name of the function, type, the date(s) requesting use and length of time the facility is requesting for use. Identify the group/organization/ministry to use the facility.

Identify the contact person and the day and night telephone number where the contact can be reached.

SPACE UTILIZATION: Indicate the location you would like to use for this event, identify the number of people expected, and indicate if special arrangements are needed, and describe and/or draw a diagram of room setup.

EQUIPMENT REQUEST: Check the type of equipment required during the use of the facility and give a full explanation as indicated on the form.

KITCHEN USE: Indicate whether you need to use the kitchen area. The use of the stove and or oven is prohibited by Non St. John’s members.

PUBLIC ANNOUNCEMENTS: If the use of the facility is approved, the event will be noted on the office church calendar for the month the event is happening. To have an announcement in the Sunday bulletin, you will need to contact the front office and provide a written outline of what the announcement should say.