

# Faith Fellowship & Lucas Christian Academy

## Facility and Event Request

*This form should be completed at least **two weeks** prior to your event to avoid date/arrangement conflicts.*

*Upon approval, your event will be added to the facility calendar. If there is a conflict, you will be contacted.*

**Today's Date** \_\_\_\_\_ **Date(s) of Event** \_\_\_\_\_

**Beginning Time of Event** \_\_\_\_\_ **Ending Time of Event** \_\_\_\_\_

**Name of Event** \_\_\_\_\_ **Set Up Time** \_\_\_\_\_ : \_\_\_\_\_ **End Time** \_\_\_\_\_ :

**Person in Charge** \_\_\_\_\_ **Phone #** \_\_\_\_\_ **Work #** \_\_\_\_\_

**(LCA Member must check out keys from LCA office)**

**Opener of facilities** \_\_\_\_\_ **Closer of facilities** \_\_\_\_\_

**Facilities Needed: Please mark and X on the line or write the class room #.**

_____ Class Room 1-8	_____ Kitchen	_____ Grove
_____ Class Room 9-12	_____ Fellowship Hall 1	_____ Nursery Playground
_____ Class Room 13-16	_____ Fellowship Hall 2	_____ Elementary Playground
_____ Rock	_____ Sanctuary w stage	_____ Parking Lot West
_____ Nursery	_____ Sanctuary wo stage	_____ Parking Lot East
_____ Foyer	_____ Hall 1	_____ Football Field
_____ Teachers Lounge	_____ Hall 2	_____ Ed. Restrooms

**Football game Restroom Attendants (2 adults present)** \_\_\_\_\_

**Equipment Needed: Please contact the following for availability: (LCA Please see LCA Office for listings)**

Worship Pastor \_\_\_\_\_ Sound Tech (1) \_\_\_\_\_ Media (1) \_\_\_\_\_  
 Sound Tech (2) \_\_\_\_\_ Media (1) \_\_\_\_\_

**You are responsible for set up and clean up for your event. All trash must be bagged and placed in receptacles on The East Side Parking Lot if large receptacles are full near the kitchen.**  
**Arrangements for chairs and tables are the requestors responsibility.**  
**Kitchen items borrowed must be coordinated through the church office.**  
**Please follow wall diagram to place items correctly back in room.**  
**Dimensional Cleaning Services are available upon request to the Church Office prior to your event.**  
**Extra Trash Pick Up will need to be scheduled for major events**

**Items to Borrow:**

**(Sanctuary items or stage set up will need to be coordinated through Church Office )**

_____ # of 6' Tables	_____ Marker Board	_____ TV/VCR Monitor
_____ # of 8' Tables	_____ Piano	_____ Video Screen
_____ # of Metal Chairs	_____ Sound System	_____ Video Projector
_____ # of Green Chairs	_____ Stage Set up in Rock	_____
_____ # of Red Chairs	_____ Stage Set up in Sanctuary	_____ Other

**OFFICIAL USE ONLY**

Approved YES/NO _____	Entered on School Calendar YES/NO _____
Copies Given to _____	Entered on Facility Calendar YES/NO _____
_____	Entered on Web Calendar YES/NO _____