

**Building and Facility Use Form**

Voice: (417) 862-5068 Fax: (417) 862-9948



820 E. Cherry . Springfield, MO 65806

- First, Original Request**
- Second Request w/ Revisions (Date) \_\_\_\_\_**
  - Public Event
  - Private Event

**Facility Usage Contact Information:**

Event Name: \_\_\_\_\_  
 Contact(s): \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_

**PARKING NEEDS:**

- 1/3 East Parking Lot
- East Parking Lot
- South Parking Lot

Event Day	Date	Start Time	End Time	Prep Time	Departure Time
		a.m./p.m.	a.m./p.m.		a.m./p.m.

Est Attendance: \_\_\_\_\_  First & Calvary  Individual  Non-Profit

**Room(s) Requested:**

- Library
- Student Lounge
- Reception Room
- Multi-Purpose
- Sanctuary
- North Atrium
- Choir Room
- Kitchen
- Classroom(s) \_\_\_\_\_
- South Atrium
- Fellowship Hall

**Facility Use Details:**

- \_\_\_\_\_ Piano
- \_\_\_\_\_ Music Stands (List # \_\_\_\_\_)
- \_\_\_\_\_ Coffee
- \_\_\_\_\_ Ice Tea
- \_\_\_\_\_ Staging
- \_\_\_\_\_ Folding Chairs (List # \_\_\_\_\_)
- \_\_\_\_\_ 8' Rect. Tables without Tablecloths
- \_\_\_\_\_ 8' Skirted Tablecloths
- \_\_\_\_\_ Round Tables with chairs
- \_\_\_\_\_ Choir Risers
- \_\_\_\_\_ Easel
- \_\_\_\_\_ Flip Chart
- \_\_\_\_\_ White Board
- \_\_\_\_\_ Conference Call

**Media Needs:**

- \_\_\_\_\_ TV/VCR/DVD Player
- \_\_\_\_\_ Lectern w/Mic.
- \_\_\_\_\_ DVD/VCR Projected
- \_\_\_\_\_ Overhead Projector
- \_\_\_\_\_ Overhead Screen
- \_\_\_\_\_ Digital Projector ( ) Providing own computer  
( ) Need church computer
- \_\_\_\_\_ Lapel Mic
- \_\_\_\_\_ Mic with Stand (List # \_\_\_\_\_)

**Facility Setup Details and Special Request**

Form prepared by: \_\_\_\_\_ Date Form Submitted: \_\_\_\_\_

**Submit Form To: Nola Harter (Calendar Coordinator)**