

FACILITY REQUEST FORM – CHURCH PROGRAMS

St. John's Lutheran Church, Salisbury, NC

All requests should be completed no later than 5 business days prior to event

Name of Event: _____

Contact Name: _____

Group/Ministry Team: _____

Contact Phone Number: _____ Contact Email: _____

Event Date: _____ Event Start Time: _____ End Time: _____

Additional Time to Set-up/Decorate: _____ Number of People Attending: _____

I have read the Facility and Property Use Policy and agree to the terms.

Space Requested – *After space is confirmed, you are responsible for contacting the Facilities Manager – Jon Koppe, jon@stjohns-salisbury.org - regarding space set-up and responsibilities.*

Classrooms (Adult Hallway)

212
213 (Apple TV Equipped)
214
215
216 (Small Group Room)
218 (Conference Room)

Music Department

Youth Rehearsal Room
Choir Rehearsal Room

Worship Spaces

Faith Center
Chapel
Sanctuary

Large Meeting Spaces

Peeler Hall (Kitchen)
Faith Center
PIT (Kitchen)
ARK (Kitchen)
FUEL Room
WELL Room
Fellowship Hall (Kitchen)

Children's Spaces

121
124
114
115
Sanctuary Nursery
Faith Center Nursery

Outdoor Meeting Spaces

Terrace
The Green

Other

Retreat Property
Upper Room
Additional Parking Lot

Playground/Courtyard

Please remember that matching space to need and not request is essential to the stewardship of our building. All reservations will be reviewed by staff and confirmed through the facility request form procedure. The office must be notified 48 hours prior to event of any changes or cancellations.

Description of the Event:

Facility Needs

of Tables Needed: _____ # of Serving Tables Needed: _____

of Chairs Needed: _____ Podium: Yes No

Number of keys needed: _____

PA Operator Needed: Yes No Total Hours PA Operator Needed: _____

Nursery Needed: Yes No Total Hours Nursery Needed: _____

Please note that the use of a PA Operator in the Faith Center and in the Sanctuary (required if using AV equipment) and Nursery Attendants are available to ministry groups for a fee.

If the Mini-Bus is needed, please reserve via the Mini-Bus Request Form.

Hospitality & Supplies

Plates	Hot Beverage Cups
Dessert Plates	Water
Forks	Ice
Knives	Cooler
Spoons	Lemonade (For Groups 30+ Only)
Bowls (Large)	Unsweet Tea (For Groups 30+ Only)
Bowls (Small)	Sweet Tea (For Groups 30+ Only)
Napkins	Regular Coffee
Paper Cover	Decaf Coffee
Cold Beverage Cups	Coffee Condiments

Signature: _____

For Office Use Only:

PA Operator Fee: _____/_____

Nursery Fee: _____/_____

Staff Approval Date: _____