

*Fresh Anointing Christian Center*

**Event & Facility Use Request**

Please print clearly and submit this form to the church office. Meeting approval and facility use due 30 days before event, If your event is already approved the facility use must be submitted 14 days before.

Office phone 610-352-3200 Office Fax 610-352-3554

(1) Date submitted \_\_\_\_\_ (2) Name of Requestor \_\_\_\_\_

(3) Ministry name \_\_\_\_\_ (4) Branch Name \_\_\_\_\_

(5) The best way and time to reach me \_\_\_\_\_

**(6) Circle the purpose of meeting; Meeting / Event / Service/ Other** \_\_\_\_\_

(7) Dates \_\_\_\_\_

(8) Times –Begin/ End \_\_\_\_\_ (9) #of people \_\_\_\_\_

(10) Room Set up needed \_\_\_\_\_

This event will be held at another location \_\_\_\_\_

(11) Branch Leader Name \_\_\_\_\_ Signature \_\_\_\_\_

Phone confirmation of Elder\_(name \_\_\_\_\_, date \_\_\_\_\_

(12) Responsible person \_\_\_\_\_

If a service Elder on Duty \_\_\_\_\_

**We need the following special items (check all that apply)**

(13) \_\_\_\_\_ Building (Opened/Closed) (Times \_\_\_\_\_)

I have a key and code I will open and close (Sign) \_\_\_\_\_

(14) Sound set-up \_\_\_\_\_ (15) \_\_\_\_\_ Technician

(16) \_\_\_\_\_ Technology set up (projector & laptop) (17) \_\_\_\_\_ Operator

(18) \_\_\_\_\_ Intercessors (If your event is a service please request Intercessors to assist with ministry.)

(19) \_\_\_\_\_ Taping, (20) \_\_\_\_\_ Worship Team, (21) \_\_\_\_\_ Musicians

(22) \_\_\_\_\_ Hostesses, (23) \_\_\_\_\_ Office services (24) \_\_\_\_\_ Printing Services

(25) \_\_\_\_\_ PR & Event Planning Assistance (26) \_\_\_\_\_ Altar Workers (27) \_\_\_\_\_ Security

(28) \_\_\_\_\_ Other (tables, kitchenette, childcare room)

(29) **I need to submit this information for the Bulletin and for the Powerpoint for ( \_\_\_\_\_ ) weeks.**

*Information line: (Please only 3-4 sentences. include date, time, location and cost, if necessary, contact person's info).* \_\_\_\_\_

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**Please submit announcements no later than Tue at 3:00 P.M the week before you need to advertise.**

**Note; If you need to cancel –notify the office at least one week prior to meeting**

**The Powepoint is for churchwide events – for small groups please call your participants, use the Church website (send announcements to Joyce Burton (ggrandjoy@aol.com) and the Fresh Anointing Facebook page for additional advertisement.**

**Office use only**

**Rooms Assigned** \_\_\_\_\_

**Date Received** \_\_\_\_\_ ( ) Approved ( ) Disapproved /

**Office Staff Signature** \_\_\_\_\_

## Requesting Use of Church Facility

### Meeting / Rehearsal Planning

- Leaders should plan regular meetings and rehearsals (weekly, monthly and quarterly) for 6 months to a year to insure your spot on the calendar. All meetings at least 1 month in advance. Major events should be planned at least 3 months to a year in advance.
- Meeting and rehearsal date and completed Event form should be discussed with Branch Coordinator and submitted to the Elder over the ministry or branch for signature.
- Elder should sign request forms or be prepared to give verbal approval to the Office.

### Securing Use of Church Facility

- Submit completed Event/ Facility Use Request Form (Please give us all pertinent information)
- Church office will review date request for conflicts with other ministry meetings.

*Note: More than one ministry meeting can take place at the same time as long as the target population is not the same.*

- If a conflict occurs, the office staff will contact the requestor to negotiate a better date.
- Once a date is confirmed the office staff will add this event to the Church calendar and give a copy of the request to the Building Manager and others as needed.  
Office staff will contact you with the room assigned
- The Event & Facility Use form is for meetings, rehearsals, and regular fellowships and Para church ministry events, and all events at the facility.

### Cancellations:

- All cancellations should be called in to the church office at least a week in advance.
- The church office will notify the Building Manager.
- The office staff will, remove the event from the Church Calendar.

### Maintaining the Schedule

- The Website Director will update the calendar information on the church website. (Joyce Burton)
- The office staff will prepare a calendar at the end of each month to insert in the church bulletin on the first Sunday.

### Building Use Guidelines

For each meeting, rehearsal or event the leader or someone assigned will be responsible to secure the property or the area used.

- Turn out the lights when you leave, make sure the building is cleared out.
- Put all lost articles in the lost and found
- Pick up trash, run the vacuum if necessary.
- Return the room to good condition
- If you are the last ones in the building for the day turn out all lights,
- Close all windows
- Turn out the Bathroom lights
- Store or remove all food
- Make sure the door locks behind you or call the designated person to lock up. Please do not leave the doors unlocked.

**Equipment : If you need sound, projector, taping, CD player for your rehearsal please contact Solomon White at least 2 weeks before. All equipment and sound room can only be operated by Sound team and the Technology team.**

Please remember all of our helpers are volunteers sometimes their personal schedules prevent their participation. We will do our best to assist you however earlier notification will better ensure you getting your requests.

*May the Lord bless and prosper all of your endeavors for His glory, cover your event with prayer, plan and be prepared.*

*Thank you for Your Cooperation and Support  
Pastor Ja'Ola*