

ROOM REQUEST FORM

Faith Church

6528 Hamilton Blvd., Allentown, PA 18106

Phone: (610) 395-4731 Fax: (610) 395-6224 E-mail: info@faithfc.com

Deadline: Monday at 12:00 Noon, two weeks prior to event.

ROOM(S) NEEDED (Please circle after reading all guidelines on back of form.)

Sanctuary		B01 (Fireplace Room)				B05 (Fireplace Kitchen)				FLC (Gym)				152 (FLC Kitchen)			
Mod A	Mod B		Mod C	Mod D	Upstairs Rooms 221, 245 (Conference Room), 246, 247, 248, 249						102		Nurseries 145, 146, 147, 148				
B10	B12	B14	B15	B16	B18	B30	B31	B32	B33 (Children's Chapel)		B34	B36	B38	B39	B40	B44	

- **Will technical services be needed?** NO YES: Please fill out **Tech Ministry Services Request form**. Above question **MUST** be filled out in order for request to be processed. If **YES**, please fill out Tech form immediately.
- **If requesting Audio-Visual equipment *only*, please fill out an Audio-Visual Equipment Reservation form located in the wall pocket outside the Church Office.**

Today's Date: _____ Your Name and Phone No.: _____
 Email: _____

CIRCLE: *Sun. Mon. Tues. Wed. Thurs. Fri. Sat.*

Date(s) Requested (no more than six dates per form): _____

***Weekend Events:** Custodial help is *not* available on weekends.

Person or Ministry: _____ Ministry Head Signature (if applicable) _____

Person Responsible for Activity: _____ Phone No. /Email: _____

Activity or Event taking place: _____

Time Needed (including set-up and tear-down): Start Time: _____ AM PM End Time: _____ AM PM

Approximate number of people expected: _____

Is a nursery needed? Yes—Approximate number of children: _____

Adult supervision is required for all activities involving minors!

Are you a Member Regular Attendee? Will attendees be charged for any services? Yes No

Custodian Setup/Takedown Needed (Mon.-Fri. Only): ____ Yes ____ No, will handle Setup/Takedown ourselves.

Furniture Needed: # _____ Chairs # _____ Tables Other (please specify): _____

***PLEASE NOTE: Certain rooms are arranged for Sundays and Wednesday evenings.
 Please use the room(s) AS IS or return to original arrangements!**

Please Note: There is an additional fee for **kitchen use**. Please contact Judy Perrin @ 610-391-9369 for kitchen supplies, if needed. Non-church functions must supply their own disposable utensils, plasticware, cups, plates, etc.

OFFICE USE ONLY

Date Received: _____ Approved: __Yes __No By: _____ Date: _____
 Contacted responsible party: Phone: ____ Date & time: _____ Left Message _____
 Email: ____ Date: _____ Mail Box: ____ Date: _____
 Custodian Copied Date: _____ Sound Tech Contacted: _____
 Added to Calendar: _____ Fee Collected: \$ _____ Date: _____
 Custodian Fee: \$ _____ Date: _____
 Comments: _____

ROOM REQUEST RULES AND GUIDELINES

1. Any group booking as a *ministry* must be directly sponsored by a member of the Faith Church ministry staff. Such an event **must** include a time of prayer and Bible sharing, preferably with an emphasis on outreach. The request **must** be submitted to the Ministry Head for approval and signature.
2. Ministry events take precedence over non-ministry events, and may even bump pre-scheduled events under certain circumstances by recommendation of the staff.
3. No event will be considered that in any way violates or contradicts any teachings, standards, or values of Faith Church.
4. One of the *technical services needed* check boxes **must be filled in**. If **YES**, you **MUST** fill out a Tech Ministry Services Request Form immediately. Failure to answer this question and/or fill out the form (if needed) will result in rejection of the room request.
5. Custodial help and special setups or other requests can not be guaranteed or expected outside of normal business hours, except by prior arrangement and staff approval.
6. Groups using the facilities on Weekends are responsible for cleaning up and locking up. Arrangements can be made through Keri Miller, ext. 36. The parties will be reminded shortly before the event.
7. Room temperatures will remain at a preset level for all rooms, events, and functions, and can not be altered.
8. Payment must be made according to arrangements made at the time of booking.
9. Bookings will not be confirmed until:
 - All necessary paperwork has been submitted, and
 - Staff approval, if necessary, has been obtained.
10. Fees can be refunded or recalculated if the staff of Faith Church cancels or otherwise alters your event after confirmation, or if you alter or cancel the event up to 48 hours prior to the event.
11. Any conflicts or questions, either before or after the event, may require staff review, and all such decisions are final.
12. Damages and all other additional expenses incurred during the agreed upon reserved period are the sole responsibility of the party who reserved the facilities.
13. Confirmation of room requests signifies the acceptance by all parties of these terms.