

**VBC MINISTRIES - AURORA BUILDING**

**BUILDING AND EQUIPMENT USAGE REQUEST FORM**

NAME OF MINISTRY	
CONTACT PERSON NAME & NUMBER	
EVENT / ACTIVITY	
DATE OF EVENT / ACTIVITY	
EVENT START TIME:	EVENT END TIME:
DATE & TIME FOR SET-UP:	
DATE & TIME FOR CLEAN-UP	
APPROXIMATE GROUP SIZE	

**BUILDING USAGE REQUIREMENTS**

CHECK OFF ROOMS NEEDED		NUMBER OF ATTENDEES	
	<input type="checkbox"/> Sanctuary		
	<input type="checkbox"/> Family Room		
	<input type="checkbox"/> Classroom 102		
	<input type="checkbox"/> Classroom 103		
	<input type="checkbox"/> Classroom 104		
	<input type="checkbox"/> Preschool Lesson Classroom 108		
	<input type="checkbox"/> Preschool Activity Classroom 109		
	<input type="checkbox"/> Community Room		
	<input type="checkbox"/> Patio Area		
	<input type="checkbox"/> Basketball Court		
	<input type="checkbox"/> Lounge Area near Offices		
	<input type="checkbox"/> Nursery		
	<input type="checkbox"/> Kitchen		
USAGE DETAILS		YES	NO
Will your event need special chair and table arrangements? † If yes, describe set-up needed or attach a sketch with location of table and/or chairs.		<input type="checkbox"/>	<input type="checkbox"/>
Description			
Will you need help with set-up or clean up in the building or on the grounds? † If yes, describe what help will be needed.		<input type="checkbox"/>	<input type="checkbox"/>
Description			
Will your event required large garbage containers / pick up?		<input type="checkbox"/>	<input type="checkbox"/>

If your event conflicts with scheduled Sunday service set-up, will your team be able to set up for morning worship, if not will you be willing to find someone to do set up?	<input type="checkbox"/>	<input type="checkbox"/>
<b>CHILDCARE†</b>	<b>YES</b>	<b>NO</b>
Will your event need childcare?	<input type="checkbox"/>	<input type="checkbox"/>
<b>AUDIO / VISUAL USAGE†</b>		
<input type="checkbox"/> Wireless Microphone <input type="checkbox"/> Microphones and stands <input type="checkbox"/> Sound Board <input type="checkbox"/> Stage Lighting <input type="checkbox"/> Portable Amplifier	<input type="checkbox"/> Projector <input type="checkbox"/> Computer <input type="checkbox"/> Monitor <input type="checkbox"/> Speakers and CD player	
NOTE: Mandatory use of an AV person is required for some equipment.	<b>YES</b>	<b>NO</b>
Will your event need a trained AV person to set up and run the equipment requested?	<input type="checkbox"/>	<input type="checkbox"/>
<b>KITCHEN USAGE AND SUPPLIES†</b>		
<b>Usage and Supplies</b>	<b>YES</b>	<b>NO</b>
Will the church's supplies of paper plates, cups, napkins or other items be needed?	<input type="checkbox"/>	<input type="checkbox"/>
Will the church's supply of the coffee be needed?	<input type="checkbox"/>	<input type="checkbox"/>
Will refrigerator space be needed?	<input type="checkbox"/>	<input type="checkbox"/>
Will the ovens be used?	<input type="checkbox"/>	<input type="checkbox"/>
<b>OFFICE SUPPLIES†</b>		
<b>Usage of Equipment and Supplies</b>	<b>YES</b>	<b>NO</b>
Will you be using any of the office supplies including the copier and paper?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be using any of the children's ministry craft supplies?	<input type="checkbox"/>	<input type="checkbox"/>
† Upon approval of this request, you may need to contact another Ministry Leader for assistance or instructions.		
<b>ADVERTISING YOUR EVENT</b>		
<b>Getting the Word Out†</b>	<b>YES</b>	<b>NO</b>
Will you be advertising your event in the church? †	<input type="checkbox"/>	<input type="checkbox"/>
† Please allow three weeks for banners to be published.		
†On approval of this request, a Visual Communication Request Form with additional ways to communicate your event must be completed to start the advertising campaign. <a href="http://www.villagebible.org/eventworksheet/#.UNpwYoIXjNY.gmail">http://www.villagebible.org/eventworksheet/#.UNpwYoIXjNY.gmail</a>		