

Flossmoor Community Church - Facility Use Form

2218 Hutchison Rd. - FOR CHURCH USE

Date of Event*: _____

Time: _____am/pm to _____am/pm

Program/Activity: _____

Organization: _____

*List Additional Days/Dates Here (ex: 1st Monday of the month, weekly until, etc.):

Facilities Requested:

<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Gathering Space
<input type="checkbox"/> Bell Chapel	<input type="checkbox"/> Family Room	<input type="checkbox"/> Parlor
<input type="checkbox"/> Others (please list)		

Contact: _____

E-Mail Address: _____

Preferred Phone: (_____) _____ - _____

Address: _____
(Street, City, State, Zip)

Additional Requirements:

- | | |
|--|--|
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Podium/microphone |
| <input type="checkbox"/> Chairs #needed _____ | <input type="checkbox"/> Easel/whiteboard or paper |
| <input type="checkbox"/> Tables 60-in round/6 ft. rectangle
#needed _____ | <input type="checkbox"/> Video Monitor
<input type="checkbox"/> with DVD <input type="checkbox"/> with HDMI |
| <input type="checkbox"/> Registration Table/Chairs | <input type="checkbox"/> Projector Screen |

I understand that the room will be arranged and available no more than 15 minutes prior to meeting time, unless additional set up time is requested. Additional rental fees may apply for advance day set up. Activities are to be restricted to assigned room only. Our group will be responsible for the care of the space and furniture used. The room will be returned to its original condition at the end of our meeting. I also understand that church activities take priority over other outside activities, and that our activity may be cancelled in the event of a conflicting church activity.

Signature _____

Date _____