



Facility Use Request Form

No request is reserved until this completed form and deposit are turned in to the LEFC office.

Contact Name: _____ Daytime Telephone: _____

Ministry/Organization _____ Evening Telephone: _____

Address: _____

LEFC Member Yes No LEFC Mailbox # _____

Brief description of Activity/Event/Purpose

Room(s) Requested: _____ Date: _____

Single Event:

Day of Week: _____ Begin Time: _____ End Time: _____ Event Time: _____

Recurring Event:

Day of Week: _____ Begin Time: _____ End Time: _____ Event Time: _____

Starting Date: _____ End Date: _____ Occurrence (i.e. every other, 1st etc.): _____

If Using Auditorium: Number Attending _____ Chairs on Floor? _____ Number of Chairs? _____

(Reminder: You are responsible for cleaning up after your activity/event. You must clean up and restore the space immediately after your event so others may use it.)

- Audio/VisualNeeds:
- Sound
 - Sound Technician (required if main sound system is needed)
 - Mic on stand, handheld mic or Lapel mic
 - Projection System (main auditorium)
 - Portable Projector
 - TV/VCR (You must reserve these on the calendar kept with the units)

I have read LEFC's Facilities Policy Manual and agree to abide by all its provisions.

Designate Signature

Date

Sponsor Signature

Date

Submit this form and deposit to the LEFC office. Rooms are reserved on a first-come, first-served basis. LEFC reserves the right to cancel an event due to inclement weather.

Facility Use Fee Worksheet
(See the Facility Policy Manual for a current schedule of fees)

Rental Fee _____

Hourly Usage Fee _____

Other Charges _____

Total _____

Wedding Section

Bride name, address, phone

Groom name, address, phone

Pastor name, address, phone

	Room	Date/Time	Expected Attendance
Set up for Rehearsal Dinner			
Rehearsal Dinner			
Set up for service			
Wedding Service			
Bridal Room			
Groom Room			
Set up for reception			
Wedding reception			