

FRC Facilities Request

BEFORE YOU MAKE YOUR REQUEST:

- Make sure you've allowed adequate time for approval by the FRC Deacons Board. The Deacons typically meet on the third Thursday of the month. (Some exceptions may be made for shorter notice.)
- Review the "FRC Facilities Fees" sheet.

Your information

Today's Date _____

Name _____

Email _____

Phone _____

Program/Event Information

Name of Program/Event _____

Time/Dates for Program/Event _____

Location/Room Request

Sanctuary Wezeman Hall Kitchen Activity Center Conference Room

Other _____

Size of event

50 or less 50-100 100-150 150-200 200-250 250-300 300+

Will there be a charge for admission? No Yes \$ _____

Access in (time) _____ Lock up (time) _____

Responsible for own set up? Yes Need help

I understand that I am responsible for the clean up. I will need help cleaning up.

Room Set up diagram (required) → use back of paper if needed

List Special Equipment needed

Special instructions included on back of paper.

I have read and I understand the "FRC Facilities Fees" sheet. Signature _____