

Faith Fellowship & Lucas Christian Academy

Calendar Request

This form should be completed at least two weeks prior to your event to avoid date/arrangement conflicts. Upon approval, your event will be added to the facility calendar. If there is a conflict, you will be contacted.

Today's Date \_\_\_\_\_ Date(s) of Event \_\_\_\_\_

Beginning Time of Event \_\_\_\_\_ Ending Time of Event \_\_\_\_\_

Name of Event \_\_\_\_\_ Set Up Time \_\_\_\_\_:\_\_\_\_\_ End Time \_\_\_\_\_:

Person in Charge \_\_\_\_\_ Phone # \_\_\_\_\_ Work # \_\_\_\_\_

(LCA Member must check out keys from LCA office)

Opener of facilities \_\_\_\_\_ Closer of facilities \_\_\_\_\_

Facilities Needed: Please mark and X on the line

- Class Room 1-8, Class Room 9-12, Class Room 13-16, Rock, Nursery, Soul Fighter Room, Teachers Lounge, Kitchen, Fellowship Hall 1, Fellowship Hall 2, Hallway, Sanctuary, Hall 1, Hall 2, Grove, Nursery Playground, Elementary Playground, Parking Lot West, Parking Lot East, Football Field, Ed. Restrooms

Football game Restroom Attendants (2 adults present) \_\_\_\_\_

Equipment Needed: Please contact the following for availability: (LCA Please see LCA Office for listings )

- Worship Pastor, Sound Tech (1), Media (1), Sound Tech (2), Media (1)

You are responsible for set up and clean up for your event. All trash must be bagged and placed in receptacles on The East Side Parking Lot if large receptacles are full near the kitchen. Arrangements for chairs and tables are the requestors responsibility. Kitchen items borrowed must be coordinated through the church office. Please follow wall diagram to place items correctly back in room. Dimensional Cleaning Services are available upon request to the Church Office prior to your event.

Items to Borrow:

(Sanctuary items or stage set up will need to be coordinated through Church Office )

- # of 6' Tables, # of 8' Tables, # of Metal Chairs, # of Green Chairs, # of Red Chairs, Marker Board, Piano, Sound System, Stage Set up in Rock, Stage Set up in Sanctuary, TV/VCR Monitor, Video Screen, Video Projector, Other

OFFICIAL USE ONLY

Approved YES/NO \_\_\_\_\_
Copies Given to \_\_\_\_\_
Entered on Facility Calendar YES/NO \_\_\_\_\_
Entered on Web Calendar YES/NO \_\_\_\_\_