

# Calendar & Facilities Request Form

*To be completed for use of any of First Southern's Facilities. Turn completed form into the church office for calendar submission and final approval by staff (Fax: 405-869-2067 or email [michaelp@firstsouthern.tv](mailto:michaelp@firstsouthern.tv)). Completing this form does not put your event on the calendar. You will be contacted once the calendar & location have been cleared and final staff approval has been made. Fees may apply.*

<b>Name of Event:</b>		<b>Date Submitted:</b>	
<b>Date(s):</b> <i>Preference</i>		<b>Event Start Time:</b> A.M.                      P.M.	
<b>Dates(s):</b> <i>Alternate</i>		<b>Event End Time:</b> A.M.                      P.M.	
<b>Time of Set-Up:</b>		<b>Clean Up Completion Time:</b>	
<b>Contact Name:</b>			
<b>Contact Address:</b>			
<b>City:</b>		<b>State:</b>	
<b>Phone:</b>		<b>Zip:</b>	
<b>Cell Phone:</b>		<b>Email:</b>	

## RESOURCES

*(Not all resources may be available for all events)*

Location	Rooms/Area <i>(See Building Maps)</i>
<b>Worship Center</b> <i>(check)</i>	Atrium Room:      A1      A2      A3      A5      A6      A8
	Sanctuary                      Lobby                      Brides' Room                      Green Room
<b>Discipleship Center (1<sup>st</sup> Floor)</b>	Fellowship Hall
<b>Discipleship Center (2<sup>nd</sup> Floor)</b>	
<b>Activities Center</b> <i>(check)</i>	Student Room                      Gym                      Coffee Shop                      Kitchen
	Dining Hall                      Lobby
<b>Campus Outside</b> <i>(check)</i>	Parking Lot:      [NW]      [SW]      [Activities Center]      [Discipleship South]
	Volleyball Courts                      Family Park                      Prayer Garden                      Back 40 Pond
	Breezeway                      Pavilion                      Love Field                      Soccer Field

## SET-UP & SERVICES

*(Not all service may be available for all events)*

<b># of People Attending</b>		<b>Room Set-Up</b> (Michael Pruegert)
<b>Support Services</b>		<b>Select one of the following:</b>
<p>The services below are available for <b>First Southern Activities only:</b></p> <input type="checkbox"/> Food (Dave Martin) <input type="checkbox"/> Child Care (Sara Pruegert) <input type="checkbox"/> Other: _____	<input type="checkbox"/> <b>Media</b> (Dave Martin) <input type="checkbox"/> Projector <input type="checkbox"/> Screen <input type="checkbox"/> TV/DVD <input type="checkbox"/> Sound	<input type="checkbox"/> <b>Seminar</b> <i>(Rectangle Tables &amp; Chairs)</i> <input type="checkbox"/> <b>Reception</b> <i>(No Chairs)</i> <input type="checkbox"/> <b>Theatre</b> <i>(Chairs Only)</i> <input type="checkbox"/> <b>Round Tables &amp; Chairs</b> <i>(6 per table)</i> <input type="checkbox"/> <b>Round Tables &amp; Chairs</b> <i>(8 per table)</i>

**Additional Brief Instructions** *(More details will be obtained if approved):*

OFFICE USE ONLY		
Calendar Date is Available: <input type="checkbox"/> Yes <input type="checkbox"/> No	Event Approved by Staff: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Event Approved:
Comments:		Church Administrator Signature: