



# CALENDAR & FACILITIES REQUEST

Turn completed form in to the church office or email to [michaelp@firstsouthern.tv](mailto:michaelp@firstsouthern.tv). Request must be approved before your event is put on the calendar. Fees may apply.

Date submitted:

Contact name:

Address:

City:

State:

Zip:

Phone:

Email:

## **ABOUT YOUR EVENT** (Events cannot be scheduled during Sunday or Wednesday Services, or during any church activities)

Name of event:

Date(s) preference:

Alternate date(s):

Event start time:

Event end time:

If you event covers multiple days include the times for each day here:

Time of set-up:

Clean up completion time:

## **RESOURCES:** (Not all resources may be available for all events)

### **Location :**

#### EVENT CENTER

Sanctuary                      Lobby                      Brides Room                      Green Room

#### DISCIPLESHIP CENTER 1<sup>ST</sup> FLOOR (Click here to see a map of the Discipleship & Activities Center)

Fellowship Hall                      Worship Center                      Room #:

#### DISCIPLESHIP CENTER 2<sup>ND</sup> FLOOR

Room #:

#### ACTIVITIES CENTER

Student Room                      Gym                      Coffee Shop                      Kitchen                      Dining Hall                      Lobby

#### CAMPUS OUTSIDE

Volleyball Courts                      Family Park                      Prayer Garden                      Back 40 Pond                      Breezeway

Pavillion                      Activities Center Field                      Soccer Field

## **SET-UP & SERVICES:**

# of people attending:

Room set-up options (Michael Pruegert)

Seminar (Rectangle tables & chairs)

Reception (No chairs)

Theater (Chairs only)

Round tables & chairs:                      6 per table                      8 per table

## Support Services available for First Southern Activities

Food (Dave Martin)

Child Care (Sara Pruegert)

Other:

## Media Services (Dave Martin)

Projector

Screen

TV/DVD

Sound

Addition Instructions and comments:

### **OFFICE USE ONLY**

Calendar date is available

Approved by Staff

Date event approved:

Comments:

Church Admin Signature: