

**LIGHTHOUSE COMMUNITY CHURCH**  
**Ministry Facility Usage Request**

**APPLICANT'S NAME:** \_\_\_\_\_

**Ministry Team:** \_\_\_\_\_

**Phone:** ( ) \_\_\_\_\_ **Email:** \_\_\_\_\_

**Event:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Room Requested:</b>	<b>Is Kitchen Team needed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="radio"/> Genesis	<i>If YES, what is needed?</i> _____
<input type="radio"/> Conference	_____
<input type="radio"/> Narthex	_____
<input type="radio"/> Worship Center	_____
<input type="radio"/> Nursery	
<input type="radio"/> Kitchen (Must have someone trained in fire-suppression system)	
<input type="radio"/> Gymnasium	
<input type="radio"/> Other	

**Estimated # of guests:** \_\_\_\_\_

**Event start time:** \_\_\_\_\_ am/pm      **Event End Time:** \_\_\_\_\_ am/pm

**Set-up time:** \_\_\_\_\_ am/pm.      **Clean-up completion:** \_\_\_\_\_ am/pm

**Room Set-up needs:**

# of 6 ft. Tables \_\_\_\_\_ # of 8 ft. Tables \_\_\_\_\_ # of round Tables \_\_\_\_\_ # of chairs \_\_\_\_\_

**DO YOU REQUIRE SECURITY?**     Yes     No

**Special Instructions:**

*Please turn this form in to the Secretary.*

*Terms and Conditions:*

- *LCC Ministry Events are defined as any event sponsored by an LCC Ministry Team.*
- *LCC Ministry Events will not be charged a fee unless we have to hire technicians for A/V, clean up, chair reset, security, etc.*
- *It is the responsibility of the Ministry Representative to coordinate with the Custodian concerning set-up/tear-down needs.*
- *All requests must be filled out and submitted to the Secretary.*