



Member of the Anglican Church in North America (ACNA)

## FACILITIES REQUEST FORM

All Individuals, Members, or Ministries who desire to reserve St. Andrew's facilities for an event should complete, date, and sign the Facilities Request Form. This will insure that your reservation is on the calendar with the appropriate details. Any changes to the form must be submitted in writing with the revision date/initials of the person requesting the change. Forms are available from the Front Office, Peggy Rush, and Joy Wilson. Please return completed form to [jwilson@st-andrew.com](mailto:jwilson@st-andrew.com) or [prush@st-andrew.com](mailto:prush@st-andrew.com) for scheduling your event. If you have a recurring event (bible study/men's group/etc.) Please note whether it is daily, weekly, monthly, and the final date.

EVENT NAME & DETAILS \_\_\_\_\_ Recurring Event? \_\_\_\_\_

If Recurring Event, please list all dates \_\_\_\_\_

Date of Event \_\_\_\_\_

Event Start Time \_\_\_\_\_

Event End Time \_\_\_\_\_

Ministry Represented \_\_\_\_\_

Name of Person Requesting Space or Contact Person \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Site Location(s) \_\_\_\_\_

[Room(s) requested]

Security Fees: Minimum 4 hours @ \$20/hour (\$80) \_\_\_\_\_ (Total Hours Needed)  
(Security **must** be present when children are present)

Nursery Fees: \$10/hr. Minimum of 2 workers \_\_\_\_\_

Kitchen Fee: \$50 Kitchen usage \_\_\_\_\_

(Please contact Lindsay Lindley, Kitchen Manager to discuss needs for paper goods/dishware choices... additional usage/cleaning fees may apply.) [llindley@st-andrew.com](mailto:llindley@st-andrew.com) or cell: 214-695-6828.

Number of people expected \_\_\_\_\_

Number of tables \_\_\_\_\_ Number of chairs \_\_\_\_\_

Set up time \_\_\_\_\_

Cleanup time \_\_\_\_\_

Other Information \_\_\_\_\_

**Please sketch a drawing on the reverse side for special room set-up.**

Please add any other pertinent information for your event.

Requests for changes to the event must be submitted to Joy Wilson ([jwilson@st-andrew.com](mailto:jwilson@st-andrew.com)) or Peggy Rush ([prush@st-andrew.com](mailto:prush@st-andrew.com)) in writing with the revision date/name of person requesting the change.

(Office Use) Confirmed Date & Time entered on Calendar \_\_\_\_\_