

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 or 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 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) or Peggy Rush (prush@st-andrew.com) in writing with the revision date/name of person requesting the change.

(Office Use) Confirmed Date & Time entered on Calendar _____