



Ricky D. Turner, D.Min, Sr. Pastor  
Church Utilization Form

**To Be Filled Out By Department Chairperson/Presidents Only**

Ministry: \_\_\_\_\_ Chairperson: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: From \_\_\_\_:\_\_\_\_AM/PM To \_\_\_\_: \_\_\_\_: AM/PM

Number of Attendees: \_\_\_\_\_ Date of Set Up \_\_\_\_\_

**I WILL BE USING THE:**

Sanctuary \_\_\_ (Yes) \_\_\_ (No) Life Center \_\_\_ (Yes) \_\_\_ (No) Kitchen \_\_\_ (Yes) \_\_\_ (No)

Classroom \_\_\_\_\_ (Yes) \_\_\_\_\_ (No) Youth Church \_\_\_ (Yes) \_\_\_ (No) Youth Area \_\_\_\_\_

**(You are responsible for cleaning the kitchen & removal of trash. No food is served in any room outside of the Family Life Center per Pastor.)**

To Be Catered By: (Bro. Cade \_\_\_\_\_ Food Furnished By Your Ministry \_\_\_\_\_ Caterer \_\_\_\_\_

Name of Caterer: \_\_\_\_\_ Phone # \_\_\_\_\_ Cell# \_\_\_\_\_

Address (Include City, State & Zip) \_\_\_\_\_

List Menu (If Needed) \_\_\_\_\_

The Following Items Will Be Needed From the Culinary/Decorating

- |          |           |
|----------|-----------|
| 1. _____ | 2. _____  |
| 3. _____ | 4. _____  |
| 5. _____ | 6. _____  |
| 7. _____ | 8. _____  |
| 9. _____ | 10. _____ |

**SET UP FOR THE LIFE-CENTER/OTHER**

# Tables needed: \_\_\_\_\_ Round: \_\_\_\_\_ Long: \_\_\_\_\_ Chairs: \_\_\_\_\_ Stage seating: \_\_\_\_\_

**AUDIO EQUIPMENT WILL BE NEEDED**

- |                          |  |                    |                         |
|--------------------------|--|--------------------|-------------------------|
| 1. Microphone _____      | 2. Podium _____                        | 3. Music _____     | 4. VCR/DVD Player _____ |
| 4. Portable Stage: _____ | 6. Overhead Projector & Screen: _____  | 7. Security: _____ |                         |
| 8. Other _____           | 9. Do you Need your Event Taped: _____ |                    |                         |

**PLEASE TURN IN TO ADMINISTRATION OFFICE:**

Office Copy To: Bro. Cade (Business Manager) \_\_\_\_\_ Dea. Jones (Facility) \_\_\_\_\_  
Maintenance (Set- up & Clean up) \_\_\_\_\_ Bro. Banks (Media) \_\_\_\_\_ Dea. Donnell \_\_\_\_\_  
Security \_\_\_\_\_

**APPROVED BY: PASTOR RICKY D. TURNER** YES \_\_\_\_\_ NO \_\_\_\_\_ (DATE) \_\_\_\_\_ (2017)

**MUST BE TURNED IN WITHIN 30 DAYS PRIOR TO YOUR EVENT**

# Oak Ridge Family Life Center

