



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 Game 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 \_\_\_\_\_ Outside Caterer \_\_\_\_\_

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

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

List Menu Below (If Needed)

The Following Items Will Be Needed From the OR Culinary/Decorating

1. \_\_\_\_\_ 6. \_\_\_\_\_
2. \_\_\_\_\_ 7. \_\_\_\_\_
3. \_\_\_\_\_ 8. \_\_\_\_\_
4. \_\_\_\_\_ 9. \_\_\_\_\_
5. \_\_\_\_\_ 10. \_\_\_\_\_

SET UP FOR THE LIFE-CENTER/OTHER

# Tables needed \_\_\_\_ Round \_\_\_\_ Long \_\_\_\_ Chairs \_\_\_\_ Stage Seating \_\_\_\_ Other \_\_\_\_\_

AUDIO EQUIPMENT NEEDED

- 1. Microphone \_\_\_\_ 2. Podium \_\_\_\_ 3. Music \_\_\_\_ 4. VCR/DVD Player \_\_\_\_\_ 5. Stage \_\_\_\_
6. Overhead Projector & Screen \_\_\_\_ 7. Security \_\_\_\_ 8. Do you Need your Event Taped? \_\_\_\_\_

PLEASE TURN IN TO ADMINISTRATION OFFICE:

Office Copy To: Bro. Cade (Business Manager) \_\_\_\_ Deacon. Donnell (Facility/Maintenance)

(Set-up & Clean up) \_\_\_\_ Media \_\_\_\_\_ Security \_\_\_\_\_

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

MUST BE TURNED IN WITHIN 30 DAYS PRIOR TO YOUR EVENT

If you have any questions, call the church office at 913-788-5657