

**Saint Paul African Methodist Episcopal Church  
FACILITY REQUEST FORM  
(Internal Ministries, Boards, and Auxiliaries)**

Today's Date \_\_\_\_\_ Organization/Ministry \_\_\_\_\_  
 Requested By \_\_\_\_\_  
 Contact Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_  
 Requested Date(s) \_\_\_\_\_ Requested Time Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
 If Ongoing, what Day(s) \_\_\_\_\_ Time \_\_\_\_\_  
 Dates \_\_\_\_\_  
 Type of Activity \_\_\_\_\_ Number of Participants \_\_\_\_\_

**ROOM(S) REQUESTED** (Please check all rooms needed)

**Classrooms**

**Joining Rooms: 130 & 129, 123 & 124** (Right Wing – side where youth classrooms are located)

[Right Wing] Right Side \_\_\_ 108 \_\_\_ 109 \_\_\_ 110 \_\_\_ 111 Left Side \_\_\_ 117 \_\_\_ 116 \_\_\_ 115 \_\_\_ 114

[Left Wing] Right Side \_\_\_ 130 \_\_\_ 129 \_\_\_ 128 \_\_\_ 127 Left Side \_\_\_ 126 \_\_\_ 125 \_\_\_ 124 \_\_\_ 123

**Other Rooms**

\_\_\_ Fellowship Hall \_\_\_ Kitchen \_\_\_ Sanctuary \_\_\_ Chapel \_\_\_ Conference Room  
 \_\_\_ Educational Wing \_\_\_ Library \_\_\_ Other \_\_\_\_\_

**SETUP NEEDS**

\_\_\_ Tables w/Chairs on ONE side \_\_\_ Tables w/Chairs on BOTH sides \_\_\_ Chairs \_\_\_ Chairs (U-shape)  
 \_\_\_ Head Table with Chairs \_\_\_ Circle Tables \_\_\_ Number of Tables Needed \_\_\_ Layout Attached to Form  
 \_\_\_ Lectern \_\_\_ Flip Chart \_\_\_ Easel \_\_\_ Musician \_\_\_ Sound System \_\_\_ TV \_\_\_ VCR  
 \_\_\_ Overhead Projector \_\_\_ Other \_\_\_\_\_

What Type of Event/Meeting \_\_\_\_\_

**PROCESS**

- A facilities request form **MUST** be submitted to the church office for **all** activities and meetings.
- All Facility Request Forms **MUST** be submitted **within 14 days prior** to the date needed.
- Rooms are assigned in accordance to availability.
- Room assignments are made on a first come serve basis.
- The "Setup Needs" section of the form **MUST** be completed in order for room(s) to be set up by staff.
- Organization contact person will be notified within two working days from the date the form is submitted.
- Regular (weekly/monthly) meetings should be kept at two hours and no later than 9:00 p.m.
- Regular meeting dates/rooms are subject to change pending scheduling of major church functions.

**Please DO NOT Write Below This Line-OFFICE USE ONLY**

Date Received \_\_\_\_\_ By \_\_\_\_\_  
 Approved \_\_\_ Yes \_\_\_ No Approved/Denied By \_\_\_\_\_ Date \_\_\_\_\_

**ROOMS ASSIGNED**

**Classrooms**

**Joining Rooms: 130 & 129, 123 & 124** (Right Wing – side where youth classrooms are located)

[Right Wing] Right Side \_\_\_ 108 \_\_\_ 109 \_\_\_ 110 \_\_\_ 111 Left Side \_\_\_ 117 \_\_\_ 116 \_\_\_ 115 \_\_\_ 114

[Left Wing] Right Side \_\_\_ 130 \_\_\_ 129 \_\_\_ 128 \_\_\_ 127 Left Side \_\_\_ 126 \_\_\_ 125 \_\_\_ 124 \_\_\_ 123

**Other Rooms**

\_\_\_ Fellowship Hall \_\_\_ Kitchen \_\_\_ Sanctuary \_\_\_ Chapel \_\_\_ Conference Room  
 \_\_\_ Educational Wing \_\_\_ Library \_\_\_ Other \_\_\_\_\_

If request is denied please give reason \_\_\_\_\_

Date contact person notified \_\_\_\_\_

Comments \_\_\_\_\_