****

**New Dawn Restoration Center**

**Facility Use Request Form**

 **(Please review Facilities Use Guidelines prior to completing this form)**

**Date of Submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Ministry Making Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Ministry Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title of Your Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date(s) Requested: From \_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_ # of Attendees: \_\_\_\_\_**

**Time Requested: Start: \_\_\_\_\_\_\_\_\_ a.m./p.m. End: \_\_\_\_\_\_\_\_\_\_\_\_ a.m./p.m.**

**If recurring meetings, what duration:**

**[ ] weekly: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[ ] monthly: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[ ] other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time Requested: Start: \_\_\_\_\_\_\_\_\_ a.m./p.m. End: \_\_\_\_\_\_\_\_\_\_\_\_ a.m./p.m.**

**[ ] An Official/Approved Keyholder will be needed for opening and lockup.**

**Meeting Room(s) Requested (please check all rooms you plan to use) as far**

**in advance of date requested and as soon as possible to confirm your reservation:**

**[ ] Sanctuary**

**[ ] Multi-purpose Room**

**[ ] Kitchen**

**[ ] Fellowship Hall**

**[ ] Main Building – Youth Classroom(s) How many? \_\_\_\_\_\_\_**

**[ ] Youth Building – Youth Classroom(s) How many? \_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **NEEDS FOR YOUR EVENT** | **MINISTRY COORDINATOR/DESIGNEE** |
| **[ ] Television** | **Elder Tony Edwards** |
| **[ ] LCD Projector** | **Elder Tony Edwards** |
| **[ ] Sound System** | **Elder Tony Edwards** |
| **[ ] Facilities Maintenance** | **Elder Bill Henderson** |
| **[ ] Security** | **Deacon Kenny Belcher** |
| **[ ] Ushers** | **Edgar Daniels/Yvette D. Davis** |
| **[ ] Hospitality** | **Andriea Jordan/Dawn Burch** |
| **[ ]Culinary** | **Angela Davis/Elder Alanna Burroughs** |
| **[ ] Praise Team** | **Elder Tony Edwards** |
| **[ ] Musicians** | **Elder Tony Edwards** |
| **[ ] Temple Cleaning** | **Dorcas John Baptiste/Patty Allen Jones** |
| **[ ] Keyholder Needed** | **Elder Bill Henderson** |
| **[ ] Media** | **Minister Gwen Reed** |
| **[ ] Marketing and Advertising** | **Valerie Lewis/Tasha Cohen-Glynn** |
| **[ ] Custom Event Decor** | **PE Missy Boone** |
| **[ ] Other**  |  |

**Please be aware that dates, times, and locations can be shifted based**

**upon the importance and priority of requested events. Coordinators will**

 **be notified immediately if this occurs.**

**Ministry Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Please Print Name**

**Ministry Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Please Sign Name**

**Name of Ministry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**