

FIRST ASSEMBLY

ROOM BOOKING REQUEST FORM

ATTN: Facilities Co-ordinator 6031 Elbow Dr. S.W. T2V 1J4 T: (403) 253-7136 F: (403) 258-1291 www.fachurch.com

TODAY'S DATE: _____

EVENT DATE: _____

REPEATING DATE(S): _____

EVENT DESCRIPTION: _____

START TIME: _____ END TIME: _____

NUMBER OF PEOPLE: _____

MINISTRY DEPARTMENT: _____

REQUESTOR: _____

PHONE NUMBER: _____

E-MAIL: _____

ADDRESS: _____

IF REPEATING PLEASE INDICATE THE SEMESTER(S) YOU WISH TO BOOK:

FALL SEMESTER (September - December)

WINTER SEMESTER (January - June)

SUMMER SEMESTER (July - August)

BOOKING PROCESS

1. Please submit this request form ATTN: Facilities Co-ordinator at least **five days** prior to your event in order to allow time to process your request and ensure availability.
2. You will receive your **EVENT CONFIRMATION** by hard copy (and by e-mail if indicated) when your **EVENT** is confirmed.
3. Please be aware that unless indicated above, any weekly booking will only last until the end of the current semester (i.e. Fall, Winter or Summer).
4. Any booking that does not occur within regular custodial hours will incur a \$15 / hour fee. You will be notified if this applies.

MAIN FLOOR

- Gymnatorium
Proper (non-scaff) footwear is required and equipment must be returned to storage area.
- Sanctuary
- Foyer
- Chapel
- Nursery
- Meeting Place
- Main Kitchen*

LOWER FLOOR

- C2 - Rumpus Room
- C3
- C4
- C5
- C6
- C7
- C8
- Lower Kitchen*

UPPER FLOOR

- 206 - Living Room
- 207/208 - Loft
- Lounge

***PLEASE NOTE:**

If you would like to book the KITCHEN(S) you must also fill out the KITCHEN REQUEST FORM.

RESOURCES: _____

BELOW AREA FOR ADMIN ONLY

KITCHEN USAGE REQUEST FORM

RECIEVED _____

MEMO DATE (d/m/y):

NOTES:

FORM LAST UPDATED - JUNE 2007