



Facility Use Form

Complete this form for scheduling an event and reserving rooms. PLEASE NOTE: once your room has been approved and scheduled you need to follow-up by completing "Church Communication Request Form" to announce your event by going to (QR coded below):

[Church Communication Request Form - MapleRidge Church \(churchcenter.com\)](http://churchcenter.com)

Requested by: _____ **Date Requested:** _____

Event Name: _____

Event Description: _____

Start Date:

End Date:

Repeats (select one)

- | | |
|--------------------------------|--------------------------------|
| Does not repeat | Monthly - 3rd wk of each month |
| Daily | Monthly - 4th wk of each month |
| Weekly | Annually |
| Monthly - 1st wk of each month | Every weekday (Mon-Fri) |
| Monthly - 2nd wk of each month | Custom |

If Custom date, explain:

Room(s) Requesting:

Select the room(s) requesting by checking the boxes below.

* To view the rooms and set-ups go to: [Individual-Room-Floor-Plans.pdf \(mapleridgechurch.org\)](http://mapleridgechurch.org)

- | | |
|---------------|--------------------------|
| Classroom 101 | Classroom 110 / Youth |
| Classroom 102 | Classroom 111 / Fireside |
| Classroom 107 | Fellowship Hall / Gym |
| Classroom 108 | Kitchen |
| Classroom 109 | Sanctuary |

Equipment required:

Select what equipment is required by entering the quantity needed in boxes below (quantities available in parenthesis)

54" Roaming TV (1)

30 X 72 adjustable table - red or blue (10)

70" Roaming TV (1)

Preschool chair - red or blue (45)

30 X 72 Table (15)

White 18" X 72" skinny tables (14)

Round 5' tables (16)

White 24" X 48" tables (11)

Black stacking chairs (77)

White folding chairs (160)

Room set-up:

Custom set up according to the attached document

Standard set up / will move and put back when done

Standard set up / as is



If custom setup is required, add the attachment of your drawing to your email when sending this request. Email to Office@Mapleridgechurch.org