

**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 code below):*

[Church Communication Request Form - MapleRidge Church (churchcenter.com](https://mapleridge.churchcenter.com/people/forms/693717)

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| **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](https://mapleridgechurch.org/wp-content/uploads/2024/05/Individual-Room-Floor-Plans.pdf) | |
| [ ] 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**