

FBC/Imani Center
Building Usage Request Form

Please return the completed form to the Business Manager at least 30 days before the event is scheduled to take place. If your request is for a room requiring set-up, please complete a room diagram form and submit it along with this Building Usage Request Form.

Dates and Times

Today's Date: _____ Sponsoring Organization: _____
Event Date(s): _____ Event Time(s): _____
Rehearsal Date (If Needed): _____ Rehearsal Time (If Needed): _____
Date/Time Set-up Will Begin: _____ Date/Time Clean-up Will End: _____
Approximate Number of Persons Expected: _____
Has this event been presented to a member of the Ministerial Team? ___ Yes ___ No
If yes, which Minister was contacted? _____

Project Description & Purpose

Rooms/Space Requested

___ Sanctuary ___ Lg. Conf. Room ___ Sm. Conf. Room ___ Music & Arts Center
___ Commercial Kitchen ___ Small Kitchen ___ Senior Center (1st fl.) ___ Senior Center (2nd fl.)
___ Ransome Annex (1st fl.) ___ Ransome Annex (2nd fl.) ___ Other _____
___ Lower Auditorium* ___ Breezeway* ___ Banquet Hall* ___ Community Room* ___ Administrative Lobby*

**Please complete the attached set-up diagram if you will be using a room with an * by it.*

Equipment/Supplies Requested

___ # Rect. Tables ___ # Round Tables ___ # Chairs ___ LCD Unit ___ TV/VCR
___ Screen ___ Small TV ___ Lectern ___ Flip Chart ___ Microphone/Sound

Food Service Requests

(See Administrator for Menu Options/Details)

Desired Menu:

Is a Water Station requested? ___ Yes ___ No
Is a Coffee Station requested? ___ Yes ___ No
Is Linen Service requested? ___ Yes ___ No

Table Clothes: Color _____ Quantity _____
Napkins: Color _____ Quantity _____

Contact Persons (Two names must be given.)

Printed Name: _____ Printed Name: _____
Signature: _____ Signature: _____
Phone: _____ Phone: _____
Email: _____ Email: _____
