

# OOLTEWAH ADVENTIST CHURCH

ooltewahchurch.org | office@ooltewahchurch.org  
Office: (423)238-4619 | 9209 Amos Road, Ooltewah, TN 37363

## FACILITY USE REQUEST FORM

Please return completed form to Laura Perez in the church office as far in advance of date requested as possible to confirm your reservation.

1. Group or Individual requesting use: \_\_\_\_\_
2. Date form was filled out: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Phone: \_\_\_\_\_
5. Date(s) Requested: \_\_\_\_\_ If recurring - Start date: \_\_\_\_\_ End date: \_\_\_\_\_
6. Time of day: Begin: \_\_\_\_\_ End: \_\_\_\_\_
7. Member or regular attendee who will be present: \_\_\_\_\_
8.  I have access to the building (key).  I will need access to the building.
9. \*Facilities needed (please check/list all rooms you plan to use):  
 Fellowship Center  Sanctuary  Youth Room (upstairs)  Kitchen  
 Classroom(s) \_\_\_\_\_
10. \*Equipment needed:  
 Audio/Visual  Tables  Podium  Chairs  Piano  Other: \_\_\_\_\_
11. Number of chairs needed: \_\_\_\_\_ Number of tables needed: \_\_\_\_\_
12. Notes: \_\_\_\_\_

### Use Guidelines:

Signature of this form indicates acceptance of all applicable fees and guidelines.

Please explain activity to be held: \_\_\_\_\_

Estimated number of people involved: \_\_\_\_\_

The person/organization requesting the use of Church facilities hereby absolved the church, its pastors, leadership, members, or people of any liability for person injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly.

The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility. (See "Responsibilities after Building Use & Kitchen Etiquette" — reverse side)

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

CC:  Head Deacon  Head Deaconess  Audio Visual Coordinator  Church Office