

# St. Matthias Church Facility Request Form

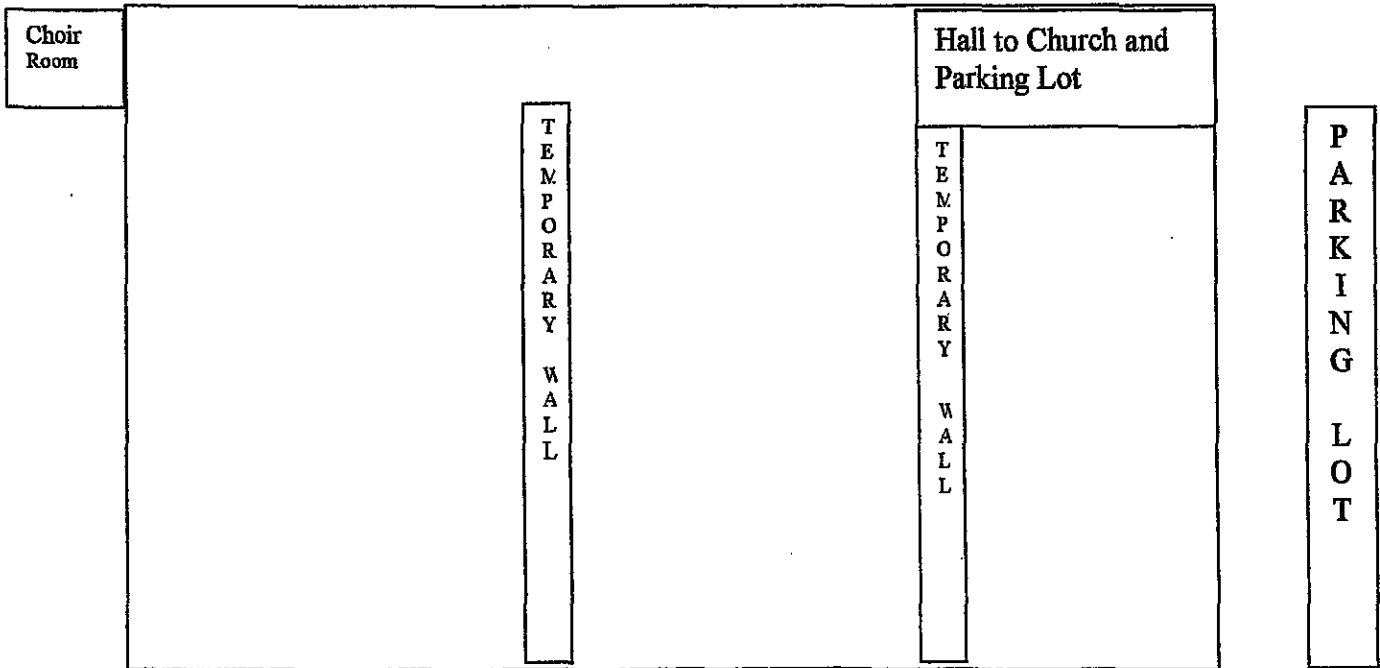
Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Room Requested: Upper Room \_\_\_\_\_ Classroom 1 (near parking lot) \_\_\_\_\_  
 Classroom 2 \_\_\_\_\_ Classroom 3 (near choir room) \_\_\_\_\_ Small Gathering  
 Area \_\_\_\_\_ Large Gathering Area \_\_\_\_\_ Main Church \_\_\_\_\_ Kitchen  
 Facilities \_\_\_\_\_

- Number of round tables required \_\_\_\_\_ (max 4 room 1, 6 room 2, 5 room 3)
- Number of 8 ft. tables required \_\_\_\_\_ (max 5 room 1, 7 room 2, 6 room 3)
- Number of 6 ft. tables required \_\_\_\_\_ (limit 2)
- Number of card tables required \_\_\_\_\_
- Number of chairs required \_\_\_\_\_ Number of people  
 expected \_\_\_\_\_

*\*\*Please include a diagram below of how you would like the room  
 arranged. Please note diagram is not to scale.*

*Main Church*



*Wall with windows*

**Additional Items:**

TV (please include number) \_\_\_\_\_

VCR \_\_\_\_\_

DVD \_\_\_\_\_

Microphone \_\_\_\_\_

Lectern \_\_\_\_\_

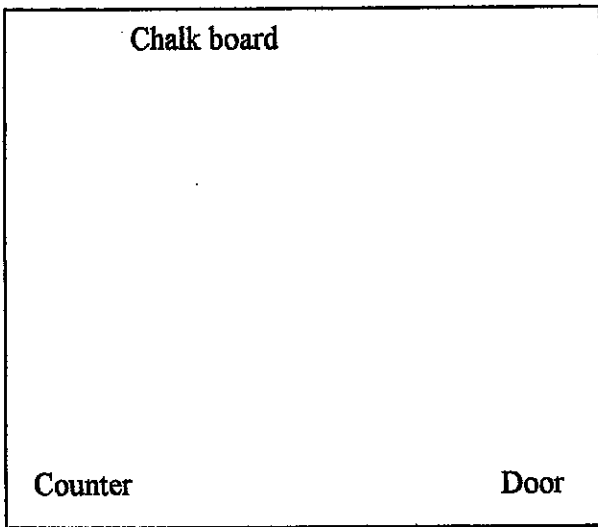
Any additional requests \_\_\_\_\_

Your name \_\_\_\_\_ Ministry Group \_\_\_\_\_

Number where you may be reached \_\_\_\_\_

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

**Upper Room**



**Main Church**

