

# REQUEST TO USE VIRGINIA BEACH COMMUNITY CHAPEL FACILITIES AND EQUIPMENT

**Facilities:**

Date(s) requested: \_\_\_\_\_ Time(s) requested: \_\_\_\_\_

Location requested: \_\_\_\_\_

Name of organization or individual: \_\_\_\_\_

Purpose: \_\_\_\_\_ Number attending: \_\_\_\_\_

Name of responsible contact person: \_\_\_\_\_

Telephone numbers: home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

Email \_\_\_\_\_

Name of responsible person for security of building during the event:

Telephone numbers: home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

Email \_\_\_\_\_

Will you need to use the kitchen? Large \_\_\_\_\_ or Small \_\_\_\_\_

**Equipment:** (attach diagram for set – up)

**Tables:** \_\_\_\_\_ Round \_\_\_\_\_ 6 ft Rectangle \_\_\_\_\_ 8 ft Rectangle

**Chairs:** \_\_\_\_\_

**Tablecloths:** \_\_\_\_\_

**Projector :** \_\_\_\_\_ (you must supply your own laptop for this use is this possible Y N )

**Projector Screen:** \_\_\_\_\_

\_\_\_ T/V      \_\_\_ VHS player      \_\_\_ DVD player      \_\_\_ CD player

**Use of sound/audio/visual equipment in Sanctuary:** \_\_\_\_\_

**Please describe any additional needs:** \_\_\_\_\_

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Call taken by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

By: \_\_\_\_\_

**Note: The Youth Pastor must approve use of the Youth Lounge. The Splash room and nurseries must have approval by the Director of Children’s Ministry.**

**Copy issued:** Plant Manager: \_\_\_\_\_ Food Services Coordinator (if necessary) \_\_\_\_\_

Worship Pastor : \_\_\_\_\_ (if technical assistance for sound or audio/visual in the sanctuary)