



# Property Planning & Usage Event Request Form

## FORM INSTRUCTIONS

- ▶ Complete one form for each requested event. Submit completed forms to the Business Office (104).
- ▶ You must complete a planning request for any event to be held involving New Life people, property, or resources.

Event Information

Individual Responsible for Event:	
Last Name	First Name
<input type="checkbox"/> Active Member <input type="checkbox"/> Non-Member	<input type="checkbox"/> Visitor <input type="checkbox"/> _____
Telephone	
Group	
Function	
Open / Lock-Up By	Clean-Up/Janitorial By
Estimated Event Cost \$ _____ . _____	List individual, group, department responsible for cost

Dates & Times

1 <sup>st</sup> Choice <small>Print Date or write 'Recurring'</small>	Begin	AM	End	AM
____ / ____ / ____	: ____ : ____	PM	-to-	: ____ : ____
Alternate Choices	Begin	AM	End	AM
____ / ____ / ____	: ____ : ____	PM	-to-	: ____ : ____
____ / ____ / ____	: ____ : ____	PM	-to-	: ____ : ____

Location

<input type="checkbox"/> Here ( New Life property) <small>(List Room #s)</small>	<input type="checkbox"/> Away <small>(List Location, Address, City, State ,ZIP)</small>
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Equip.

<input type="checkbox"/> Church Van	<input type="checkbox"/> Computer	<input type="checkbox"/> Copier	<b>Audio Equipment</b>
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Gym Equipment	<input type="checkbox"/> Other	<input type="checkbox"/> Music Rm. (125) Sound <input type="checkbox"/> Gym (131) Sound <input type="checkbox"/> Conf. Ctr. (121) Sound <input type="checkbox"/> Youth Ctr. (230) Sound <small>Media Requests Please Complete Back Side</small>

X

I understand the building usage guidelines outlined on the reverse of this sheet. I agree to abide by and oversee that my group follows the policies/ guidelines set by the New Life Church Elders Council and membership.

Office Initial	
Council Initial	
Pastor Initial	



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# About This Form

The Property Usage Request Form helps our church...

- ▶ To coordinate the church calendar to prevent scheduling conflicts.
- ▶ To monitor the expense associated with additional activities such as heating & cooling, extra janitorial needs, etc.
- ▶ To coordinate equipment and personnel needs and reservation.
- ▶ Due to the increased possibility of property damage.
- ▶ Due to the increased possibility of insurance liability.

# Building Usage Guidelines

Due to the size and many diverse activities of New Life Church, we need everyone's cooperation in coordinating all of our plans to avoid scheduling conflicts. This includes any activity, whether it is to be held here at New Life facilities or to be held away from the church.

In order for a church activity to be approved for use of any New Life facilities, grounds, church van, or equipment, it must have the authorization of the Elders Council, Pastor, and office staff. The same is true for events held off-premises.

### The steps for submitting this request are:

- ▶ Complete the Property Planning & Usage Request (this form).
- ▶ Submit form to the office for review and approval.

You will be contacted if your request has been properly approved and the dates and times secured. You may also find approved events listed on the master planning calendar in the business office (104), or online at [www.newlifechurchofgod.org/events](http://www.newlifechurchofgod.org/events). Many requests can be approved within seven days or at the next Elders Council meeting. Please contact the office for complete building usage policies.

**YOU MUST COMPLETE THIS FORM FOR ANY EVENT**

# Media Equipment

*Check all that apply. For Sanctuary sound, must have New Life appointed audio tech.*

<input type="checkbox"/> Boom Box	<input type="checkbox"/> Keyboard	<input type="checkbox"/> TV	<b>Media Staff Required</b>
<input type="checkbox"/> Musical Instr.	<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> VCR	<input type="checkbox"/> House Sound Tech.
<input type="checkbox"/> DVD Player	<input type="checkbox"/> LCD Projector	<input type="checkbox"/> Mic	<input type="checkbox"/> Monitor Sound Tech.
			<input type="checkbox"/> Screen Tech.
			<input type="checkbox"/> Stage Lighting Tech.

*Note any special media needs:*

This form is available online at [www.newlifechurchofgod.org/resources](http://www.newlifechurchofgod.org/resources)

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