

Property Use Request Form



This form should be completed and turned in to the Church Office at least 6 weeks prior to your event, meeting or program. This is only a request, and upon approval an agreement will be issued outlining fees and terms of use. Please contact the Church Office at 770.953.3193 if you have any questions.

Contact Information

Organization Name _____ Date _____

Address: _____

If you are a non-profit organization, please provide your Tax ID number: _____

LCR Sponsor (if applicable) _____

Primary Contact _____ Phone Number _____

Contact Email _____

Space Requested

___ The Gathering Room

___ Conference Room

___ FLC Room # _____

___ Kitchen

___ Library

___ Sanctuary

___ Robinwood

___ Youth Pavilion

___ Other _____

Equipment Needs

Include number as needed

___ Microphone(s)

___ Choir Platforms/Risers

___ TV ___ VCR ___ DVD

___ Projector ___ Screen

___ Easel ___ White Board

___ Other _____

Event Information

Please use the back of this form to describe your event in detail; share as much information as possible!

Event Times _____

Set-up time _____ Break-down time _____

of ppl expected _____

If you are collecting admission, registration or ticket fees, how will the proceeds be used? _____

One Time Events:

Preferred Date _____

Alternate Date _____

Recurring Events:

Meeting Times _____

Preferred Meeting Day M T W Th F Sa Su

Occurs Weekly Monthly Quarterly

Exceptions _____

Office Use Only Date Approved _____ Staff Liaison _____ Confirmed w/ contact on _____