FAITH JOURNEY
CHURCH OF THE NAZARENE

213 S Kansas Ave | Olathe, KS 66061 | 636-288-2637

Facility Request From

Current Date: _____ Contact Name: _____

Contact Phone #: _____ Contact Email: _____

Group/Organization: _____

Event Name: _____

Event Type: _____

Event Date (s): _____ Day (s) of Week: ❑S ❑M ❑T ❑W ❑Th ❑F ❑S

Recurring Event: ❑ Yes Start Date: _____ End Date: _____ ❑ No

❑ Weekly ❑ Monthly ❑ Quarterly ❑ Annual

Event Start Time: _____ Event End Time: _____

Arrival Time (set up):_____ Departure Time (clean-up): _____

Rehearsal/Additional Date (s): _____

Start Time (set up) : _____ End Time (clean-up): _____

Additional Notes:

_____

_____

_____

_____

_____

_____

_____

Approximate Number of Attendees: _____

Rooms and Resources:

Front Wing:

❑ Sanctuary (capacity ?) ❑ Tables: 4 ft:____6ft:____Rounds:____❑ Chairs_____❑ TV ❑ *Sound ❑ *PowerPoint

❑ Foyer (capacity ?) ❑ Tables: 4 ft:____6ft:____Rounds:____❑ Chairs_____❑ TV

❑ Kitchen (capacity ?) ❑ Ice Machine ❑ Oven ❑ Microwave ❑ Coffee Pot ❑ *Espresso Machine

* Requires Authorized Personnel

Educational Wing:

❑ Youth (capacity ?) ❑ Tables: 4 ft:____6ft:____Rounds:____❑ Chairs_____❑ TV

❑ Nursery (capacity ?)

❑ Toddler (capacity ?)

❑ Children (capacity ?) ❑ Tables: 4 ft:____6ft:____Rounds:____❑ Chairs_____❑ TV

❑ Playground & Gagaball Pit

NOTE: Children's room must always have at least 2 supervising workers in each room.

Church Provides Children's Workers: ❑ Yes (# needed: _____) ❑ No

Group Provides Children's Workers: ❑ Yes