Victory Tabernacle
Calendar Request Form

Name of Ministry:_____ Name of Event:_____

Date of Event:_____ Number of people expected to attend:_____

Unlock bldg time for set up:_____a.m./p.m. Time Event Starts:_____a.m./p.m.

Time Event Ends:_____a.m./p.m. Lock Bldg:_____a.m./p.m.

Schedule as: ( ) one-time event
( ) weekly event ___Mon. ___Tues. ___Wed. ___Thurs. ___Fri. ___Sat. ___Sun.
( ) monthly event
( ) yearly event

Rooms requested: ( ) Main Auditorium * ( ) Youth Sanctuary * ( ) Fellowship Hall
( ) Classrooms - above Youth Sanctuary ——— Requesting Room # :_____
( ) Classrooms - in Worship Center ——— Requesting Room # :_____
( ) Classrooms - above Fellowship Hall _____ Requesting Room # : _____

Separate form must be filled out & attached for use of the Youth Sanctuary & Main Auditorium

List location of event if not at church site:_____

COST: Please submit a requisition form **at least four weeks prior** to date funds are needed.

All requests are subject to change as needed with notice from the church office.

Vehicle Required: Please fill out a vehicle request form.

Set up information:
( ) Sound ( ) Musicians
( ) Tables (quantity_____) ( ) Chairs (quantity_____)
( ) Paper Products (list quantities needed)
Plates_____ Cold drink cups_____ Coffee Cups_____ Napkins_____ Utensils _____
( ) Other:_____

_____ _____
Signature of Ministry Leader Date

_____ _____

Received in office:
_____/_____
(Date) (Initial)

Office Use Only:
( ) Rooms reserved:_____ Copy to:_____
( ) Placed on calendar
( ) Maintenance Copy Copy to:_____
( ) Ministry Leader Copy
( ) Lock up Copy

Fee: $_____Deposit: Received_____Date:_____Balance Owed:_____Balance Paid_____

_____ _____
Approved by Melody Underwood Date