Sanctuary Usage & Information Form

Event Name:		❑ **Worship Center** ❑ **Youth Sanctuary**	
Date & Time		**Special Note:**	
Ministry			
Contact Person	Name: Phone:		

Has this event been approved by the front office?		Please attach a copy of the approved calendar request form.	
When do you need to set up?		Video Requirements:	
Rehearsal or Set-up date and time:		Record event: Yes No	
Date: Time:		*Copy of Master: Yes No	
		*Post Editing Yes No	
		*Label Design: Yes No	
		* Involves extra fee	

OFFICE US ONLY

Sound:

Switcher:

Camera 1

Camera 2

Computer:

Please indicate how many of each item will be needed and what you will be providing.

	Needed	Bringing	Make & Model of item if brining	*Equipment Already in sanctuary*	*Needed*	*Completed (indicate # and initial)*
AUDIO						
Microphone						
Microphone stands						
Monitors						
Direct Boxes						
Music Stands						
CD Player						
Tape play/record						
INSTRUMENTS:						
Keyboard						
Drums						
Bass						
Lead Guitar						
MULTI-MEDIA						
Cameras						
Computer						
Special lighting						
VCR player						
DVD player						

You will be responsible to replace all items moved for this event. Please be sure every item is treated with care. You will be charges for mistreated or broken items.

Do not remove any items from the Sanctuary unless approved by the main office. Any items taken into the Sanctuary will be your responsibility to return.

I understand that I will be responsible for all movement of items and/or any damage done to items or furniture.

Signed: _____ Date: _____