

MURFREESBORO COMMUNITY CHURCH FACILITY USAGE REQUEST FORM

PLEASE NOTE: Before completing and submitting this form, please review the Murfreesboro Community Church Facility Usage Policy.

Today's Date: _____

Your Name: _____

Your Email: _____

Best Contact Number: _____

Fax Number: _____

Name of Ministry or Group Requesting Facility:

Are you a Member of Murfreesboro Community Church?

Yes No

Event Details

Your Event Title: _____

Please describe your event in as much detail as possible:

Date(s) Being Requested: _____

Time you would like the facility to be available (List times for each event date): _____

Event Start Time (List start time for each event date): _____

Event End Time (List end time for each event date): _____

Expected Number of Attendees: _____

Room(s) Request

Select Rooms You would like to Request:

Check Room(s)	Room	Capacity	Furniture	AV Equipment Available
	Sanctuary	200?	Chairs, Pulpit, Microphone	Ceiling Projector, Sound, Stage Lights
	Classroom 1	?	Table and Chairs	None
	Classroom 2	?	Table and Chairs	None
	Classroom 3	?	Table and Chairs	None
	Nursery	??	Crib, Changing Table, Rocker	None
	Vestibule	???	4 Chairs	None

Audio/Visual

Please outline your Audio/Visual Needs

Check All that Apply	Audio/Visual Item(s)	Comments (If Needed)
	I will not need Visual (projector)	
	I will need a Projector	
	I will not need Audio	
	I Do Not Need Amplified Sound	
	I have a music on a CD or MP3 that will be played	
	I have video(s) that require sound/audio	
	I Will Need Microphones	

Enter any other Audio/Visual needs not listed above: _____

Will you be serving food/beverage(s) during your event?

Yes No

If yes, please list type of food and beverage items being served:

Please make sure you have read and agree with the Murfreesboro Community Church Facility Usage Policy.

Thank you for submitting your request to use Murfreesboro Community Church facilities.

We will provide you a response within **30 days** from the date this form was submitted.

If you have any questions please contact the Murfreesboro Community Church Administrator at: (615) 849-3929.

Signature

Date