



## Open Word Christian Ministries

### Facility/Equipment Usage Form

The following form must be completed and submitted to the **OWCM Administrative Office** at least **30 days prior to your event/meeting** to secure a room and proper equipment. Failure to submit this form will delay and possibly prevent the necessary tools and equipment from being available.

Ministry/Organization Sponsoring Event/Meeting: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Contact Person for Event/Meeting: \_\_\_\_\_

Contact #s: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Contact E-mail Address: \_\_\_\_\_

Number of Persons Expected for Event/Meeting: \_\_\_\_\_ Event is:  On-site OR  Off-site

List any special requests for music, chairs, banners, etc. (attach additional sheets if necessary):

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What is the *Flow of Service* for this Event/Meeting (if applicable): \_\_\_\_\_

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Check items needed:

- Projector     Podium     Microphone(s)     Tables/Skirting     DVD Presentation  
 Computers     Display Board     Tents     VCR/TV     Other \_\_\_\_\_

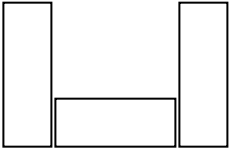
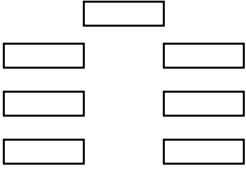
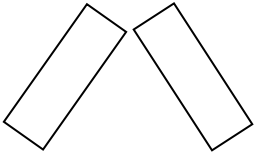

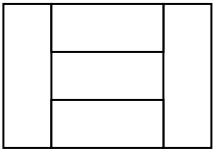

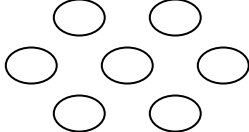
Does the event require Audio taping?  Yes  No    Does the event require Video taping?  Yes  No

What time do you need to access the building? \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

(Please adhere to the requested meeting times by starting and ending **ON TIME**.)

**If applicable, please select a set-up preference.**

<p style="text-align: center;"><b>U-shape</b></p> 	<p style="text-align: center;"><b>Conference/Boardroom</b></p> 	<p style="text-align: center;"><b>V-shape</b></p> 	<p style="text-align: center;"><b>Classroom</b> (chairs facing one way)</p> 
<p style="text-align: center;"><b>Hollow Square</b></p> 	<p style="text-align: center;"><b>Theater/lecture</b></p> 	<p style="text-align: center;"><b>Banquet</b> (chairs around the tables)</p> 	<p style="text-align: center;"><b>Other</b> (please indicate)</p>

Once your meeting has been approved, please verify that the event requested has been listed on the calendar for the appropriate month requested. If the event has not been listed, please contact the OWCM administrative office to verify the status of your meeting being added to the calendar.

You may contact the OWCM administrative office for any problems or concerns regarding the use of the facility. Contact the church office by calling 770.964.3379 or by sending an email to [connect@owcm.org](mailto:connect@owcm.org).

To submit your meeting forms:

1. Complete all applicable paperwork and leave in the gray lock box.

OR

2. Email the completed paperwork to [connect@owcm.org](mailto:connect@owcm.org).

If assistance is needed from Security, Ushers/Greeters, Maintenance, etc., please complete the Ministry of Helps request form (on the following page) and submit it along with the Facilities/Equipment Usage Form.

**MINISTRY OF HELPS REQUEST FORM**  
**(Armorbearer, Maintenance, Security, Transportation)**

Date: \_\_\_\_\_ Department: \_\_\_\_\_

Department Leader: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Event Information:

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Coordinator: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Service needed (check all that apply):

Aarmorbearer

Maintenance

Security

Transportation

Other \_\_\_\_\_

Brief description of what is needed:

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Transportation (directions):

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Received Signature: \_\_\_\_\_ Date: \_\_\_\_\_