



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):

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

Check items needed:

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

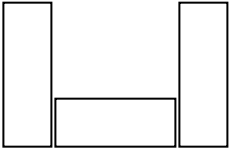
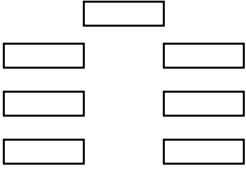
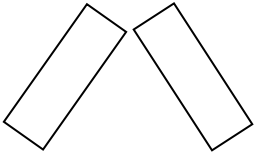

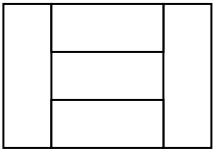

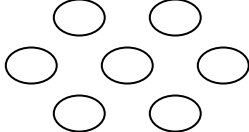
Does the event require Audio taping? Yes No Does the event require Video taping? Yes No

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

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.

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:

Transportation (directions):

Received Signature: _____ Date: _____