

# THE VILLAGE CHURCH FACILITY USE REQUEST

*This form must be submitted when requesting a hold for an event at The Village Church. Please fill out as completely as possible. Tentative holds will be released if a request form is not received within seven (7) days and approved by the Media Production Manager. All requests are subject to approval.*

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

Type of Event:     Banquet             Concert             Lecture/Seminar             Open House/Expo             Other specify: \_\_\_\_\_

Rooms/Areas Needed:     Auditorium             Backstage / Choir Room             Chapel             Conference Room             Hospitality Room  
 Narthex/ Foyer     Kitchen             Porte Cochere             Library             Nursery

CONTACT INFORMATION	SCHEDULE
SP Department/ TVC Committee:	Event Start Time:
Event Coordinator:	Event End Time:
Contact Phone:	Anticipated Arrival Time:
Contact Email:	Anticipated Departure Time:
	Anticipated Attendance:

### AUDIO VISUAL & TECHNOLOGY

Is Audio / Visual Support Required?     Yes     No  
 If yes, please email Jon Lough, Media Production Manager, directly at [JonLough@VillageChurchShellPoint.org](mailto:JonLough@VillageChurchShellPoint.org) or call at 239.454.2102 with your requests within 7 days. **The Media Production Manager's written approval is required to confirm scheduling of events requiring AV support.**

Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Special instructions / equipment needs:

*All events are subject to house recording. Recordings will not be duplicated or distributed.*

**SEND COMPLETED FORMS TO [TVC@VILLAGECHURCHSHELLPOINT.ORG](mailto:TVC@VILLAGECHURCHSHELLPOINT.ORG) OR FAX TO 239.454.2215.**  
 NOTE: This form DOES NOT replace Shell Point's Village Church Event Setup Form; please be sure to coordinate setups with Resort Services.