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. 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, detailed and specific requirements need to be emailed to tvc@villagechurchshellpoint.org **within 14 days of this request** 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 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 & RESETS with Resort Dining.