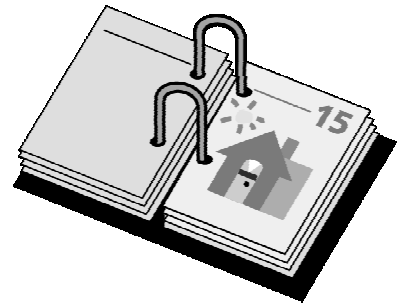


Mesa First Church of the Nazarene Calendar/Facility Request Form

Please return this form to the Church office or Sharon Plamann's mail slot.
Please allow at least a week for review.



Event Name: _____

Sun Tue Thu Sat

Date(s) of event: Mon Wed Fri _____

Regular, ongoing event? No Yes If yes, please describe: _____

Start time _____ AM PM End time _____ AM PM Begin setup _____ End cleanup _____

Contact person: _____
(person responsible for event, including set-up & clean-up)

Contact info: _____
(phone, email, etc)

Church room(s) needed: _____

Off-campus location: _____

Special table and/or chair arrangement needed? (additional information can be included on the back)

Audio support needed? No Yes

Video support needed? No Yes

Lighting support needed? No Yes

If yes, please describe: _____

Church van needed? No Yes (If yes, please fill out the separate Van Driver/Van Policies form)

Please provide a draft of information potentially needed for promotion: _____

FOR OFFICE USE

Date received _____ by _____

Approved Denied

Date _____ by _____

Notifications:

- | | | |
|---------------------------------------|----------------------------------|--------------------------------|
| <input type="checkbox"/> Pastor David | <input type="checkbox"/> Christy | <input type="checkbox"/> Tom |
| <input type="checkbox"/> Pastor Ryan | <input type="checkbox"/> Sharon | <input type="checkbox"/> Bob |
| <input type="checkbox"/> Pastor Wilf | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |