

Cherrydale Baptist Church

FACILITIES REQUEST FORM

- Paper forms can be turned into the church office and directed to the attention of Suzie Lord.
- Faxed forms to Suzie Lord can be sent to 703/525-8254.
- Or you can mail the form to Suzie at Cherrydale Baptist Church, 3910 Lorcom Lane, Arlington, VA 22207

Please fill out this form in its entirety, as the information you provide is vital for the processing of this request. Forms not filled out properly, could cause your request to be delayed. Assignments are first come, first served, yet may change due to group size, type of event, set-up times, etc. **Please submit this form 1-2 weeks prior to your event.** A reply receipt will be sent, lord willing, via email to you within 2 business days.

CONTACT INFO:

Request Submitted by: _____

Email: _____

Phone Number: _____

Name of Group/Event: _____

Name/Type of Event: _____

EVENT DETAILS:

Do you require the use of audio/video equipment? ___ Yes ___ No

Requested Resource (Room, Equipment, etc): _____

Requested Resource (if first choice is not available): _____

Date, or start date if recurring: _____ Ending Date, if recurring: _____

Pattern for recurring dates (i.e. 1st Monday, weekly, etc.) _____

(All cancellations must be communicated with the church office so that maximum use of rooms is maintained and unnecessary room setups are avoided.)

Start Time of Function: _____ End Time: _____

Number of People Expected: _____

Equipment Needed:

- Laptop computer
- LCD Projector/flatscreen (for a computer)
- DVD/VCR/TV
- Lectern
- Easel
- Whiteboard
- Coffee Service
- Other _____

Number of Tables needed:

_____ 6 ft. rectangle (seats 8) _____ 8 ft. rectangle (seats 10)

_____ 4 ft. round (seats 6) _____ 6 ft. round (seats 10) – **Gym and “The Well” (Rm 110) only**

If room setup is required, please select from the following three options:

- Chairs and Tables:** (*round tables and chairs are spaced throughout the room; optimal for small group and table discussions and for facilitating meals*)
- Lecture:** (*chairs are placed in rows facing the front*)
- Circle:** (*chairs are placed in semi or full-circle to facilitate group dialogue*)

If another set-up is desired, please fax a diagram of the set-up to Suzie Lord on 703/525-8254.

We specifically ask:

- Be mindful of returning the room to the condition in which you found it (i.e. remove everything you brought in or put up).
- Room decor (posters, etc.) should not be taken down or rearranged.
- Only items directly related to core ministries are able to be kept in rooms on a daily basis.
- Use of all rooms must comply with **Cherrydale's Facility Policy**.

Any comments or additional explanation?

Vehicles Reservations:

- Bus (*seats 15 including driver*)
- Blue/White Van (*seats 11 including driver*)

Van Driver:

- | | |
|--|--|
| <input type="checkbox"/> Bob Barfield | <input type="checkbox"/> Chenlei Li |
| <input type="checkbox"/> Craig Barker | <input type="checkbox"/> June LoMonaco |
| <input type="checkbox"/> Anna Bittrick | <input type="checkbox"/> Suzie Lord |
| <input type="checkbox"/> Rob Erwin | <input type="checkbox"/> Tim McGhee |
| <input type="checkbox"/> Steve Frazier | <input type="checkbox"/> Greg O'Dell |
| <input type="checkbox"/> Bill Galbaith | <input type="checkbox"/> Nicole Oostdyk |
| <input type="checkbox"/> Matt Gibert | <input type="checkbox"/> Brooke Roberts |
| <input type="checkbox"/> Bob Glahn | <input type="checkbox"/> Heather Roberts |
| <input type="checkbox"/> Steve Hensley | <input type="checkbox"/> Richard Roberts |
| <input type="checkbox"/> William (Mike) Kane | <input type="checkbox"/> Jack Spitler |
| <input type="checkbox"/> Pastor Steve King | <input type="checkbox"/> Nicole Tiffany |
| <input type="checkbox"/> Steve King | <input type="checkbox"/> Jon Watada |
| <input type="checkbox"/> John Lamkin | <input type="checkbox"/> Matthew Weaver |

How far will you be traveling _____

___Yes ___No I am a Cherrydale Attender.

___Yes ___No This is a Cherrydale Baptist Church Ministry Request.

**PROMOTION MATERIALS: PLEASE DO NOT POST SIGNS, POSTERS, ETC. FOR YOUR EVENT.
PLEASE DROP YOUR MATERIALS OFF AT THE CHURCH OFFICE FOR POSTING.**

This paper form will be submitted on-line at www.cherrydale.org/FacilityRequest.