

Deacon Ministry – Building Use & Security Request Form

Notice & Guidelines:

- **Submission Timeline:** Requests **must** be submitted at least **two (2) weeks in advance** of the scheduled event/meeting.
- **Approval:** All requests require final approval from the Pastor.
- **Availability:** Due to scheduling, facility capacity, and volunteer availability, **not all requests can be accommodated.**

1. Requestor Information

- **Full Name:** _____
- **Ministry / Group Name:** _____
- **Phone Number:** _____ **Email:** _____
- **Date Submitted:** ____ / ____ / 20 ____

2. Event Details

- **Title/Purpose of Event:** _____
- **Event Type:**

☐ Church Service / Service Prep

☐ Ministry Rehearsal

☐ Meeting / Workshop

☐ Special Event / Other: _____

- **Date(s) of Requested Use:** ____ / ____ / 20 ____
- **Room(s) / Area(s) Needed:**

☐ Sanctuary & Entrance

☐ Fellowship Hall

☐ Kitchen

☐ Classrooms: _____

☐ Parking Lot Only

☐ Other: _____

3. Schedule & Security Timeline

Please allow adequate time for setup and breakdown when listing times.

- **Event Start Time:** _____ AM / PM
- **Event End Time:** _____ AM / PM

Deacon Ministry Security & Access Requests:

- **Building Opening Time:** _____ AM / PM *(Time doors should be unlocked)*
- **Building Closing Time:** _____ AM / PM *(Time doors should be locked)*
- **Parking Lot Security Needed:**

☐ Before Event (Start Time: _____ AM / PM)

☐ After Event (End Time: _____ AM / PM)

☐ Not Required

4. Terms & Requestor Acknowledgement

By signing below, I acknowledge that:

1. This request is **pending** until formally approved by the Pastor and coordinated with the Deacon Ministry.
2. I am responsible for leaving the requested areas clean and orderly following the event.
3. Submitting this form does not guarantee building availability or security coverage.

Requestor Signature: _____ **Date:** ____ / ____ / 20____