

# FACILITIES AND EQUIPMENT LOAN REQUEST FORM

## WAYS TO SUBMIT A REQUEST:

1. Paper Forms: Can be turned into the church office and directed to the attention of Sharon Crites. Complete printable form
2. Mailed Forms: To Sharon Crites 4130 Waterlick Rd. Forest, Va. 24551
3. Online Forms: Via the church website at <http://www.lwbc.net>

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.

Thanks for contacting us! We will get in touch with you shortly.

## FACILITIES AND EQUIPMENT REQUEST

1. Name of Event:
2. Date of Event:

## CONTACT INFORMATION

3. Today's Date:
4. Name:
5. Email:
6. Phone:
7. Name of Group/Ministry:
8. Type of Event:

## EQUIPMENT DETAILS

9. Requested Room (First Choice):

10. Requested Room (Second Choice):

11. Is this event on or off site?

12. Do you require the use of audio/video equipment? (Press Ctrl+Click to select multiple items.)

*\*If unable to select multiple items,  
(1)save this form to computer and  
(2)open pdf file. You should then  
be able to complete and print.*

13. Do you need tables?

14. # of 6ft round:

15. # of 6ft rectangular:

16. # of 8ft rectangular:

17. # of Chairs Needed:

## EVENT DETAILS

18. Is event recurring?

19. Start Time:

20. End Time:

21. Number of People Expected:

FINAL TOUCHES

22. I am a Living Word Church Member:

23. This a Living Word Ministry Request:

24. Comments: