

CHURCH SPACE USE FORM

This request form is required of all church member and non-member requests for meetings and events held at SAKLC. The complete form must be filled out, submitted to the Church Office (in person or via email), and approved by the Director of Operations before space can be reserved.

Today's Date: _____

Date Space Needed: _____

Preferred Area/Room (mark all that apply)

Sanctuary Fellowship Hall Conference Room
 Meditation Garden Ogram Hall Kitchen

If using the Kitchen, please describe: _____

Set Up Time: _____ Event Time: _____ Depart Time: _____

Event Name: _____

Contact Name: _____

Contact Phone: _____ Email: _____

Are printed Programs or Announcements Needed? YES NO

Who will be responsible for opening & locking doors & cleanup?: _____

Key loaned to: (Name/Date) Key Returned: (Initial/Date)

Audio / Visual Needs? YES NO Live Streaming/Zoom? YES NO

If YES, please describe: _____

Parking (if needed):

Is reserved parking needed? YES NO

How many spots would you like reserved? _____
(Please note, SAKLC cannot guarantee the availability of parking spots)

Parking attendant requested? YES NO (additional fee)

Event Setup Diagram: *Please see pg. 2*

Submitted by: (Name/Date) _____

Approved by: Michael Bodnyk
Director of Operations

Please submit completed form to the Church Office. Email office@saklc.com or call 941.388.1234.

EVENT SETUP DIAGRAM

What set up is required/Equipment required? Please draw in the set-up below. Include explanation of inventory – / podium / chairs / tables / sound / lighting / ext. cords, etc. which will be needed.

