**FACILITY REQUEST FORM**

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| **Requested By**Solicitante |  | **Phone** Teléfono |  |
| **Organization**Grupo o Ministerio |  |
| **Event Name**Nombre del Evento |  |
| **Room and Equipment Needs** Necesidades de sala y equipo | **\_\_\_\_ # of tables \_\_\_\_ # of chairs \_\_\_\_ Projector and Screen \_\_\_\_ Podium \_\_\_\_ Microphone \_\_\_\_TV/DVR** **Additional needs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_ Num. de mesas \_\_\_\_ Num. de sillas \_\_\_\_Proyector / Pantalla \_\_\_\_ Podio \_\_\_\_ Micrófono \_\_\_\_ TV / DRV Necesidades adicionales \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Dates Requested**Fecha Que Solicita**20\_\_\_\_** | **Start & End Time**Comienza y Termina |  **Church**Iglesia | **Facility Requested**Salón o Cuarto | **Set up Time**Tiempo de Preparación | **Clean up Time**Tiempo paraLimpiar | **No. of People**Num. de personas |
| **Month** **Day**  |  |  |  |  |  |  |
| **Month****Day** |  |  |  |  |  |  |
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| **\*Any special set up is to be done by each group and the room is to be returned to its original set up\***\* Cualquier configuración especial debe ser realizada por cada grupo y la habitación debe ser devuelta a su configuración original \* |
| **Today’s Date** / Fecha de Hoy  | **Signature** / Firma  |
| Office Use Only |
| **Entered By**  | **Date**  |
| **Approved** | **YES** | **NO** | **Reason Not Approved:** |

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 Revised 05/08/17