

Southern Asian Seventh-day Adventist Church  
Facility Request Form

Event Name: \_\_\_\_\_

Department: \_\_\_\_\_

Description: \_\_\_\_\_

Organizer: \_\_\_\_\_

Event Phone: \_\_\_\_\_

Date/s: \_\_\_\_\_

Time from: \_\_\_\_:\_\_\_\_ am/pm to: \_\_\_\_:\_\_\_\_ am/pm

**Facility Request**

**Main Level**

Sanctuary	Choir Room	Conference Room	Narthex
Prayer Chapel	Preschool Room	Beginners Room	

**Lower Level**

Fellowship Hall	Earliteens Room	Juniors Room	Primary I
Youth Room	Collegiate Room	Primary II	Kitchen

**Outdoors**

Amphitheatre Lawn	Large Field		
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**Audio Video**

Laptop	Projector	PA system	AV Technician
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**Transportation**

Passenger Van	Cargo Van	Approved Driver	
Destination: _____			

- Minors must be supervised at all times by parents or dept. leaders.
- Property damage and/or injuries during the event should be reported to the office as soon as possible.
- Food and drinks can only be served in the Fellowship Hall.

**Office Use**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_