

Request to use facilities of the Rockford Adventist Church, 325 N. Alpine Rd., Rockford, IL

Plan ahead - Ministry leaders remember to get your events approved by the church board! *=must complete the question.

Filling out this form online or on paper will get your event added to the next agenda **but** you will need to make sure you 1) attend the next board meeting to share the details of your event with the board or 2) have shared the details with a church board member who will present your event for you. The board prefers to hear from the ministry leader personally, but recognizes there are times when you can't make a meeting. By requesting use you are accepting responsibility for making sure the facilities are left in good condition as shown in the photos posted on the walls in the areas. Failure to keep the facilities in good condition, *may* result in your ministry not being able to use them again. The clerk prefers online submissions, but you may submit this handwritten form and it will be acknowledged by an email. It will be slower than using the online form on our website <https://www.rockfordadventistchurch.org/news>

*Name of the person requesting use:

*Which ministry will be using the facilities?

*Phone number where you can be reached:

*Active email where we can reach you regarding this request:

*Date(s) requested:

*Time the event will begin and end:

Begin: _____ End: _____

*Do you need to set up before the event? If so, please list the date and hours you will need access to the facility.

*Requesting the use of the following areas:

_____ Gym
_____ Fellowship Hall (eating area)
_____ Kitchen

If requesting use of the gym, do you need recreational equipment? ____yes ____no If yes, what specific items do you need? _____