

Maranatha North Campus Facilities Requisition Form

Date Submitted: _____

Originator: _____

Your requisition cannot be approved until all the information is complete. Make and retain a copy of your requisition and provide the original to the Director of Facilities. All requests are handled on a first come, first served basis. If set-up is required, please complete Section 2 a minimum of 4 weeks prior to your event/activity.

Please complete all information in both sections.

CHECK ONE:

- New Change
 Delete event/activity

SECTION 1—Event Information

Contact*: _____

Home Phone: _____

Work Phone: _____

Address: _____

E-mail Address: _____

Rooms required (Check all needed)

- Gymnasium (Gym)
 Kitchen (Rm 202)
 Stage
 Multi-Purpose Room (Rm 201)
 Classroom(s) (see Back) _____
 Other _____

****Must attend the event/activity***

Dates & Times:

Beginning Date: _____ Start Time: _____ End Time: _____

Weekly

Ending Date: _____ Start Time: _____ End Time: _____

Daily (*circle*)
 (M T W T H F)

Date: _____ Start Time: _____ End Time: _____

SECTION 2—Set-up (Check items & Indicate number needed)

- # Conference tables _____ # Chairs _____ Scoreboard
 Volleyball Net Sound System Overhead Projector Coffee Pot
 # Basketball goals _____ Other _____

Describe event/activity:

OFFICE USE ONLY

Date & Time Received _____

Approved as requested

Denied

Approved as modified _____

