

# Building Usage Form Non-Church Event

First Assembly of God  
3000 W. 16th ST  
Greeley, CO 80634  
(970) 352-2600

Michael Popineau, Senior Pastor

Thank you for choosing First Assembly of God for your event. It is our hope that we can work together to meet the needs of your event. Please take time to complete this form and return within one week after you have requested your event with us. Please do not hesitate to contact the church office if you have any questions.

**USAGE FEE: \$100.00** (Must accompany this application; nonrefundable)

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

Date of Event: \_\_\_\_\_

Name of Your Event Coordinator: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

## ROOM(S) REQUESTED:

\_\_\_\_\_ Sanctuary

\_\_\_\_\_ Fellowship Hall

\_\_\_\_\_ Class Room(s)

\_\_\_\_\_ Choir Room

\_\_\_\_\_ Youth Room

\_\_\_\_\_ Chapel (Kids Church)

\_\_\_\_\_ Kitchen

Are tables needed?      Round or Rectangle      How Many? \_\_\_\_\_

## INSTRUMENTS, SOUND, AND MEDIA

A Sound and Media Tech will be assigned to your event. Your complete answers will assist us in doing our best for you. An extra charge of \$15.00/hr will be charged for the tech.

What Instruments will be needed:

\_\_\_\_\_ Organ                      \_\_\_\_\_ Keyboard  
\_\_\_\_\_ Acoustic Guitar/Electric Guitar (*Not Provided by First Assembly*)  
\_\_\_\_\_ Direct Box through System  
\_\_\_\_\_ Micro phoned Amplifier  
\_\_\_\_\_ Other: \_\_\_\_\_

What Sound Equipment will be needed:

\_\_\_\_\_ Pulpit Mic (Sanctuary Only)                      \_\_\_\_\_ Vocal Mic(s)  
How Many? \_\_\_\_\_  
\_\_\_\_\_ Wireless Handheld Mic (Sanctuary Only)  
\_\_\_\_\_ Other: \_\_\_\_\_

What Media will you be using:

\_\_\_\_\_ Power Point Presentation

\*Please note that any presentation needs to be in PowerPoint format in order to be compatible with our projection system.

\*All PowerPoint presentations need to be turned in to Gary Steward (texasstew2@Comcast.net) ONE WEEK prior to the event.

\_\_\_\_\_ Song Lyric Projection (Sanctuary and Youth Room Only)

\*If song is not currently in our Songshow Plus System, you will need to provide a copy of the lyrics to Gary Steward ([texasstew2@Comcast.net](mailto:texasstew2@Comcast.net)) at least ONE WEEK prior to the event.

\_\_\_\_\_ Video or DVD (Submit ONE WEEK prior to event)

\_\_\_\_\_ CD Accompaniment Trax

\_\_\_\_\_ Cassette Accompaniment Trax

\_\_\_\_\_ Other: \_\_\_\_\_

\*\*Only the Event Coordinator from your organization will be allowed in the Sound Booth at any time for the purpose of direction and production.

## USE OF HYMNALS

We have an ample supply of "Hymns of Glorious Praise" Hymnals in each pew. Please have your song leader prepared to give page numbers to the congregation if using the Hymnals.

## FOOD SERVICE

Will you need our Food Service Ministry to supply a meal? YES NO

If YES, please contact **Randy Millsap**, Food Service Director to arrange the meal

Home phone: (970) 284-5045

Cell phone: (970) 405-6991

If someone other than our Food Service will be providing a meal, please list their name below with contact information:

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

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

Please provide any additional information in the space below that will help us better serve you.