

# Falls Road AME Church

## FACILITY USAGE FORM

### MINISTRY AND ORGANIZATIONAL MEETINGS AND EVENTS

Ministry/Organization: \_\_\_\_\_

Leader or Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Worship Program or  Activity or Event: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_ if this is a Reoccurring Event, state the frequency

Weekly  Bi-Weekly  Monthly  Bi-Monthly

Quarterly  Semi-Annual  Annual  Other

Date(s) Requested: \_\_\_\_\_

Trustee Needed to Open/Close -- Open Time \_\_\_\_\_ Closing Time \_\_\_\_\_

Space or Rooms needed: (check all that apply)

**Sanctuary:**

Worship Services/Special Programs (includes sound system and recording)

Meeting Space only (only sound system needed)

Sound Technician

**Small Group Meeting or Training Space** \_\_\_\_\_ # of participants

**Fellowship Hall Only** or  **Fellowship Hall and Kitchen (Food Service)**

Expected # of Participants \_\_\_\_\_ # of Tables Needed \_\_\_\_\_

# of Tablecloths \_\_\_\_\_ Requested Colors \_\_\_\_\_

Microphones  Television  DVD Player

Preferred Set-Up Style \_\_\_\_\_

Additional Information \_\_\_\_\_

Requestor: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Received by: \_\_\_\_\_ Received Date: \_\_\_\_\_

2145 Pine Avenue Baltimore, MD 21244 410-922-3190

Fallsroadamechurch.org

Rev. Raymond F. Edmonds, Jr., Pastor