

Shorter Community African Methodist Episcopal Church

Shorter Ministries - Facility Usage Application

*Date of Application:	
Meeting/Event Date:	
Title and Purpose of Event:	
Start Time:	
End Time:	
Contact Person/Ministry Leader:	
Contact Person/Ministry Leader Phone:	
Area Requested:	Please check all that apply
Fellowship Hall:	[]
Conference Room:	[]
Cry Room:	[]
OverFlow:	[]
Sanctuary:	[]
Rehearsal Required:	[] Yes [] No
If yes, when:	
If yes, what time:	
Sound System Required:	[] Yes [] No
If yes, when:	
If yes, what time:	
Kitchen Usage:	[] Yes [] No
If yes, when:	
If yes, what time:	
Estimated # of Attendees:	
Seating Arrangements:	
Theatre (Chairs only)	[] Yes [] No
Student Set-up (Student Tables)	[] Yes [] No
Banquet (Rounds)	[] Yes [] No
Reception Tables for food only)	[] Yes [] No
Other Requests:	
* Please submit this request 10 working days prior to your event.	
If you have any questions or need additional information, please call the Church Office at 303.320.1712	
Revised: 12/29/2009	