

**Meadow Park Church of God  
Application for Facilities Use  
for External Events**

Organization/Group \_\_\_\_\_

Application Date \_\_\_\_\_

Responsible Person \_\_\_\_\_

Phones     *Home:* \_\_\_\_\_ *Work:* \_\_\_\_\_ *Cell:* \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Event \_\_\_\_\_

Date/Time of Event \_\_\_\_\_

Rooms Requested \_\_\_\_\_

Hours Facility is Needed   From: \_\_\_\_\_ To: \_\_\_\_\_

Nature and Purpose of the Event \_\_\_\_\_

Attendance Expected \_\_\_\_\_

Equipment Needed:       TV/VCR/DVD      Overhead Projector      Flip Charts

Sound Requirements       ***Complete Sound Request form.***

Set-Up Required           ***Draw diagram on the back of the application.***

Description \_\_\_\_\_

List equipment to be brought into the building (please refer to Event Checklist) \_\_\_\_\_

Nature of refreshments or meals to be served (please refer to Event Checklist) \_\_\_\_\_

Person assuming responsibility for and supervision of the group, including responsibility in case of damage to church property or injury, sign below. It is understood that any changes made in the above information without prior approval shall invalidate the permission for arrangements.

Signature of Person Responsible for Event: \_\_\_\_\_

Return to:     Facility Manager  
                  Meadow Park Church of God  
                  2425 Bethel Road  
                  Columbus, Ohio 43220  
                  614-451-8745 (Office)  
                  614-451-4470 (Fax)

FOR CHURCH USE ONLY

APPROVED

NOT APPROVED

DATE \_\_\_\_\_

RESPONSIBLE PERSON NOTIFIED

WEDDING COORDINATOR NOTIFIED

CUSTODIAN NOTIFIED

ON CHURCH CALENDAR

***Sketch floor plan for your meeting set-up here,  
including all tables, chairs, AV equipment, etc.***

