

# Grace Fellowship Lobby Use Request

Date of Request: \_\_\_\_\_

Lobby Use Date(s): \_\_\_\_\_

Group or Event: \_\_\_\_\_

Contact person for event: \_\_\_\_\_ Phone # \_\_\_\_\_

## **Equipment:**

TV \_\_\_\_\_ VCR/DVD \_\_\_\_\_ CD Player/Cassette Player \_\_\_\_\_  
LCD Projector \_\_\_\_\_ Display Stanchion \_\_\_\_\_ Other \_\_\_\_\_

## **APPROVAL & DURATION**

The availability of lobby space must be arranged through the Facility Manager.

Lobby space is limited to four 6' tables. One per Ministry unless given permission by the Facility Manager.

Grace Fellowship Ministries will be permitted to reserve Lobby space for a 2-week period. However, approval of requests for week-to-week extensions for up to 2 additional weeks may be provided based on availability. At the discretion of the Facility Manager, approved extensions may be withdrawn if another Ministry requires space for a display during the same period.

Display tables **must be** staffed prior to, between, and after each service on Saturday and Sunday.

## **NON-GRACE FELLOWSHIP MINISTRIES**

Grace Fellowship Ministries have first priority of Lobby space over Non-Grace Fellowship Ministries.

Non-Grace Fellowship Ministries will be granted Lobby space for a 2-week period as a courtesy if space is available.

Non-Grace Fellowship Ministries may also be granted a week-by-week extension for up to 2 additional weeks based on availability. **Lobby space reservation approval may be withdrawn at any time, if a display is required for a Grace Fellowship Ministry.**

## **SET-UP AND TEAR-DOWN**

The Facility Team will make available one 6' table in the appropriate lobby space as early in the week as possible to allow you to get your display set up.

At the end of your allotted time period, you will need to have your display taken down by the **following Monday** to allow the next group sufficient time to get their displays set up. If during your extension period the Facility Manager calls to inform you that your display needs to be taken down, you will have 2 days to comply. Grace Fellowship does not have space available for storing of display items so your cooperation with this policy is greatly appreciated.

Banners being used are limited to those that will attach to one of our Display Stanchions and is based on availability. Only two spaces facilitate the use of a banner with their displays.

## **ITEM DROP-OFF**

Ministry displays requiring the drop-off of equipment or related items (such as Operation Christmas Child, Alpha Pregnancy, Royal Kid's Camp, etc.) must have a coordinated plan approved by the Facility Manager. Each Ministry is solely responsible for coordinating any such drop-off. The Office and Lobby closets should not be designated as drop-off points without prior approval from the Facility Manager. Except when authorized, any items dropped off in the Lobby on Saturday and Sunday mornings must be removed that day.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return this form to the Facility Manager, at the Information Center or Fax it to (518) 785-1875. Questions can be addressed to Gerry at 785-4959 x323.**