

# DBC BUILDING/ MAINTENANCE REQUEST

Date and Time of Request: \_\_\_\_\_

Requested By: (Name, Phone, Email): \_\_\_\_\_

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

Date Set-up is Required: \_\_\_\_\_ Time Set-up is Required: \_\_\_\_\_

Event or Class Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date and Times Doors are to be unlocked and re-locked: Unlock: \_\_\_\_\_ Re-lock: \_\_\_\_\_

Audio/Visual Technology Required: \_\_\_\_\_

Set Up/Work Description: \_\_\_\_\_

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## FOR BRYANT HALL REQUESTS:

Will the Church Food Service Manager be needed? Yes \_\_\_ No \_\_\_

Date Food Service Manager Contacted: \_\_\_\_\_

How many people are expected to attend? \_\_\_\_\_ How many tables are required? \_\_\_\_\_

Coffee? \_\_\_ Tea? \_\_\_

**Will anyone in your group require wheel chair access? \_\_\_ East Doors \_\_\_ West Doors**

Group Contact Name: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Draw diagram of desired room set up on back of this form.

- Copy to:  Greta Satterfield (ALL REQUESTS /Calendar)  
 Facilities (John Leonard/Billy Jones) Room Set-Ups/Banners/ Cleaning Team  
 Joe Fielden (ALL REQUESTS/Setting AC and Doors/AV/All Repairs/Lighting)  
 Sally Whitlock (Bryant Hall use)

Date Completed: \_\_\_\_\_