

TRAINING FACILITY INFORMATION FORM

Date: _____

Church Name: _____

Street Address: _____

Phone Number: _____ Fax Number: _____

Email: _____ Web Address: _____

Pastor's Name: _____

Write some driving instructions to your church---You can start from any major highway or intersection near you.

Names, titles, and contact information of two people who have keys/access to your building:

BUILDING FACILITIES

- Is there a central area or reception area that can be used for registration and distribution of materials?
- List the places to meet (classrooms, fellowship hall, and sanctuary) and the capacity of each room. List only those that can be set up for adult activities.
- Give the name, title and contact information of the person who reserves and schedules the use of these spaces.
- Give some details about your nursery and the name, title and contact information of the person who schedules childcare.

DINING FACILITIES:

- What areas can be used for feeding people and what is the capacity of each?
- Kitchens---Are ovens, microwaves, refrigerators, and freezers available for us to use?
- Do you have an ice machine?
- Is there coffee equipment we can use?

AUDIOVISUAL EQUIPMENT:

- What audio-visual equipment is available to us? (including projector/screen for Power Points)
- Are there moveable dry erase boards/black boards, or easels for flip charts?
- Are there sound systems in the sanctuary or fellowship hall that we can use?
- Is there a portable sound system that can be used in other large areas?
- What is the name, title and contact information of the person who can reserve and prepare the equipment?
- What is the name, title and contact information of the person who can *operate* the sound system?

OTHER INFORMATION:

- Where is safety equipment and first aid equipment located?
- Are there special accommodations available for people living with disabilities--- entry ramps, bathroom access, hearing devices for the sound system, elevator, other?
- Are there access barriers that we need to be aware of? (EX: lots of stairs leading to the training area)
- Are there any outside security issues that we need to know about?

Prepared and submitted by:

Name: _____

Phone: _____ E-mail: _____

Submit one copy to your District Director and save a copy.