



# McMinnville Cooperative Ministries

544 NE Second St.  
McMinnville, OR 97128  
(503) 472-5622

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## IN-Focus Projector and Screen Request Form

Date Needed: \_\_\_\_\_

Return Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I would like to use the following (Please circle):

IN-Focus Projector

Portable Screen

Event for which these will be used: \_\_\_\_\_

This event is (Please circle all that apply):

On Campus

Off Campus (must be church-related)

Church Sponsored

An extension of a Church Ministry

Not a Church-sponsored Event

I am on the church staff, a member of the church in good standing, or I am working with a member of the church or church staff for this event. I (or they) know how to use this Projector and/or Screen and understand that if this equipment is damaged in any way, I will pay to have it fixed or replaced.

\_\_\_\_\_  
Signature of responsible person

**OFFICE USE: (please initial and date each entry)**

\_\_\_\_\_ Received

\_\_\_\_\_ Preliminary Calendar Entry

\_\_\_\_\_ Approval of Worship Team and/or Staff

\_\_\_\_\_ Approval of Music Minister and/or Pastor

\_\_\_\_\_ Arrangements for church member or staff member who will be available to oversee use, setup and storage of equipment have been made. If event is not church-sponsored, there will be an additional fee adequate to cover the staff presence .

Name of church member or staff member \_\_\_\_\_

**Off Campus Events:**

Must be a church sponsored event or extension of a church ministry. Must be approved by Worship Team, Staff AND Music Minister.

\_\_\_\_\_ Fee(s) Required \$ \_\_\_\_\_ Check #: \_\_\_\_\_

\_\_\_\_\_ Refund approved for \$ \_\_\_\_\_ by \_\_\_\_\_ (Notify Treasurer)

Refund Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Event closed out (File in Room Reservation folder)

**Group status:**

\_\_\_\_\_ Church (no deposit, no fee)

\_\_\_\_\_ Mission (no deposit, no fee)

\_\_\_\_\_ Partner (no deposit, reduced fee)

\_\_\_\_\_ Regular (full deposit, negotiated fee)

\_\_\_\_\_ Single use (full deposit, full fee)