

TEENS ENCOUNTER CHRIST (TEC) Facility Request

Location Date

Start Date	Start Time	End Date	End time	Facility Need for TEC	School/Church?	TEC USE	Possible Room #
Friday	6:30p	Mon Date:	6pm	Large Room 60+ people		Conference Room	
↓	↓	↓	↓	Large Room 60+		Chapel	
↓	↓	↓	↓	Smaller Room 20		Servant Group (WT) Workroom	
↓	↓	↓	↓	Smaller Room 15		Servant Group (WT) Sleeping	
↓	↓	↓	↓	Smaller Room 20		Servant Group (WT) Chapel	
↓	↓	↓	↓	Classroom		Male Youth Sleeping	
↓	↓	↓	↓	↓		Female Youth Sleeping	
↓	↓	↓	↓	↓		Adult Male Sleeping	
↓	↓	↓	↓	↓		Adult Female Sleeping	
↓	↓	↓	↓	↓		Couple Sleeping	
↓	↓	↓	↓	↓		LD Sleeping	
↓	↓	↓	↓	↓		Assnt LD Sleeping	
↓	↓	↓	↓	↓		SD Sleeping	
↓	↓	↓	↓	↓		Assnt SD Sleeping	
↓	↓	↓	↓	Dining Hall		Meals	
↓	↓	↓	↓	Kitchen		Food Prep	
↓	↓	↓	↓	Showers (working)		Hygiene	
Sat, Date	9am	Sat, Date:	11:30a	Recreation		Opening mixers, games & songs	
↓	3:30p	↓	4:30p	↓		Recreation	
Sun, Date	12:45p	Sun, Date	2:15p	↓		Recreation	
↓	5:30p	↓	8:45p	↓		TEC Community Reunion	
Sat, Date	7:45p	Sat, Date	11:30p	Sanctuary		Service of Confession/Absol	
Sun, Date	7pm	Sun, Date	9:30p	↓		Prayer Service	
Mon, Date	2pm	Mon, Date	6pm	↓		Closing Worship	
Additional dates							
Sun,Date	noon	Sun,Date	2pm	Dining Hall		Lunch & Meetings	
↓	1pm	↓	↓	Small Meeting Room		Servant Team Meeting	
Date TBA							
Sun/Sat, Date	2pm	TBA	4:30	Large Room (chairs in circle)		TEC Renewal	
Items to Note:							

TEC will work around scheduled:
 rehearsals, weddings, funerals, meetings, classes, tournaments, etc.
 Renewed Insurance certificates
 Keys:
 Instructions in kitchen: ovens, refrigerator and dishwashing

 Location of cleaning supplies and use of podium

Instructions in kitchen: ovens, refrigerator and dishwashing
 Location of cleaning supplies and use of podium
 Parking location for weekend participants, TEC trailer
 Locations & instruction: circuit boxes, fire drills, alarms, codes, emergency #'s,
 security systems, light controls
 TEC will supply extra funding for trash pick-up

For more information or questions: