

SPACE NEEDS ANALYSIS FORM



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INTRODUCTION

Before an effective church facility is designed, it is useful to have members of the church community take the time to put their objectives on paper. This information provides the designers with all the essential needs and wants of the church to begin the design process.

Your assistance in identifying the most important requirements will help the building committee and the designers reach a design that truly does enhance your churches effectiveness. Please annotate your requirements as W (wants) or N (needs) where appropriate.

Church Name: _____
Contact Name: _____
Phone: _____
Title: _____
E-mail: _____
Website: _____

STATEMENT OF OVERALL OBJECTIVE

What does the church want to achieve with the new building program?

BUDGET

If you have a current budget please list it below. If not can you please give a rough estimate of what you think your future budget will be.

Current Budget: _____ Is this an estimate: Yes No

LAND

- We are still looking for an appropriate site for the church.
- The facility will be built on land we own adjacent to our current facilities
- The facility will be built at a new location we have identified purchased
- The property to be used has _____ total acres and _____ Net build-able acres in the City County
- Easements and other restrictions on the use of the property.

Explain any special features or problems of the proposed building site.

CONGREGATION

Denomination: _____ Ethnicity _____

Total church membership: _____

- _____ Adults over age 60
- _____ Adults ages 31 through 60
- _____ Adults age 18 through 30
- _____ Children age 13 through 17
- _____ Children age 6 through 12
- _____ Children under age 6

State any additional characteristics of your congregation:

WORSHIP

Describe your format or style of worship:

We have _____ services on Sunday. Times of Services _____
We have _____ services on other days. Times of Services _____
Average Attendance: _____ Maximum Attendance _____
Current Worship seating capacity: _____ seats.
We prefer: Flat Floor Sloped floor
Current Platform: Height: _____ Width _____ Depth _____
Future Needs Platform: Height: _____ Width _____ Depth _____
Currently accommodating _____ Choir seats. Future Needs accommodating _____ Choir seats
We need a baptistry large enough to accommodate: Candidate only Candidate and Pastor
Are changing rooms needed? Yes No
Will the changing room need toilet facilities? Yes No

MUSIC MINISTRY NEEDS

- Sound control system; describe briefly _____
Current sound control system _____
- Recording room; describe briefly _____
Current recording room _____
- Platform lighting system; describe briefly _____

Current platform lighting system _____
 Rehearsal room; Size: _____ or area: _____
 Current rehearsal room size: _____ or area: _____
 Instrument storage; Size: _____ or area: _____
 Current instrument storage size: _____ or area: _____
 State any additional general features that you need or desire for the worship area and/or platform: _____

BUILDING USE

Are other areas in the building used during worship services (other than sanctuary)? Yes No
 If yes, what areas: _____
 What other uses are there in the building?
 Use: _____ Time of use: _____
 Area of use: _____ Number of occupants: _____

EDUCATION

NURSERY

The church will need to support:
 Number of infants in 2 years: _____ 5 years: _____ 10 years: _____
 Current number of infants: _____
 Number of crawlers in 2 years: _____ 5 years: _____ 10 years: _____
 Current number of crawlers: _____
 Number of toddlers in 2 years: _____ 5 years: _____ 10 years: _____
 Current number of toddlers: _____
 Projected number of rooms: _____ Typical room size: _____
 Current number of rooms: _____ Current Room size: _____
 Each room needs a bathroom with adult toilet
 Desired cry room(s) that is/are adjacent to the
 Worship room Inside Worship Room Nursery Children's Church
 Other location(s): _____
 Current number of cry room(s): _____ Location(s): _____
 Describe any special needs for the nursery:

PRESCHOOL

Ages _____ to _____ Current number of preschoolers: _____
 Number of preschoolers the church will need to support in
 2 years: _____ 5 years: _____ 10 years: _____
 Projected number of classrooms: _____ Typical classroom size: _____
 Current number of classrooms: _____ Current classroom size: _____
 This area requires direct access to the exterior of the building in addition to any interior corridor access
 Each classroom needs a bathroom with an adult toilet
 We will run a preschool/daycare program during the week at this facility.
 Currently running a preschool/daycare center: Yes No

Describe any special needs for the preschool area.

YOUTH SUNDAY SCHOOL

Ages _____ to _____ Current number of youth: _____

Number of youth the church will need to support in:

2 years: _____ 5 years: _____ 10 years: _____

Projected number of classrooms: _____ Typical classroom size: _____

Current number of classrooms: _____ Current classroom size: _____

This area requires direct access to the exterior of the building in addition to any interior corridor access

Need assembly space for Children's Church; size: _____ Current Children's Church size: _____

Describe any special needs for the youth area:

TEEN SUNDAY SCHOOL

Current number of teens: _____

Number of teens the church will need to support in: 2 years: _____ 5 years: _____ 10 years: _____

Projected number of classrooms: _____ Typical classroom size: _____

Current number of classrooms: _____ Current classroom size: _____

This area requires direct access to the exterior of the building in addition to any interior corridor access

Need assembly space for teen activities. Size: _____ Current teen activities space size: _____

Describe any special needs for the teen area:

ADULT SUNDAY SCHOOL

Number of adults the church will need to support in:

2 years: _____ 5 years: _____ 10 years: _____

Current number of adults: _____

Projected number of classrooms: _____ Typical classroom size: _____

Current number of classrooms: _____ Current classroom size: _____

This area requires direct access to the exterior of the building in addition to any interior corridor access

Need assembly space for adult sunday school; size: _____

Current adult sunday space size: _____

Describe any special needs for the adult area:

FELLOWSHIP

DINING ROOM

We desire a dining room to seat _____ people Current dining room seats _____ people

We desire that the dining room function be accommodated in a:

Multi-purpose room Ability to divide into classrooms Dedicated dining room

Current dining room functions as: _____

Current dining room is a dedicated dining room Yes No

We desire that the dining room include a:

Cry room Bathroom Sitting area Audio/Visual equipment

Describe special needs that may be desired in the dining room:

KITCHEN

For a kitchen we are in need of a: residential-style warm-up kitchen restaurant-style commercial kitchen

Current Kitchen style: _____

Sinks- how many: _____ Current: _____

Ovens- how many: _____ Current: _____

Surface units- how many: _____ Current: _____

Grill- size of cooking area in square feet: _____ or number of burners: _____

Current size of cooking area or number of burners _____

Microwave ovens How many? : _____ Current: _____

Food preparation surface area in square feet: _____ Current: _____

Refrigerators- volume in cubic feet: _____ Current: _____

Freezers- volume in cubic feet: _____ Current _____

Automatic dishwasher and dishwashing sink Current _____

Pantry- Size in square feet: _____ Current _____

Vending machines (for beverage, snacks etc.) Yes No Current _____

Identify any special requirements for the kitchen and related food service areas:

RECREATION

GYMNASIUM

The church: Wants Needs its own gymnasium. Current gymnasium Yes No

Anticipated uses of the gymnasium:

Basketball

Pro-Court H.S. Court JR H.S Court Full size Half size

Volleyball Dining Worship Service Youth room Concerts

Other: _____

The gym needs changing areas: Yes No

Lockers are needed in the changing areas: Yes No

Showers are needed in the changing areas: Yes No

The gym needs spectator seats for viewing activities: Yes No How many _____

Will you want to prevent access to the rest of the church when the gym is in use: Yes No

Identify any special requirements for the gymnasium uses noted:

PLAYGROUND

- The church wants a playground structure on the site. Current playground: Yes No
- The playground structure needs to accommodate _____ children, ages _____
- Current structure accommodates _____ children, ages _____

ADMINISTRATION

Identify the private offices in the administration area of the building:

- Pastor Current size _____
- Pastor study/library Current size _____

Please list specific needs in the pastor's office: _____

- Staff: Need _____ offices Total Size _____
- Administrative:

_____ Number of separate offices for each administrative assistant

_____ Secretarial desks or workstations in shared rooms or reception areas

- Receptionist area(s) needs: Counter for visitors Workstation in secretarial area
- Volunteer work area - administrative support
- Other: _____ Other: _____

List the additional rooms required in the administrative area:

- Large conference room: table with the how many chairs: _____
- Small conference room: table with the how many chairs: _____

OFFICE EQUIPMENT ROOM

- Copy Machine Fax Machine Networked computer printers - how many?: _____
- Work tables for paper cutter, sorting/stapling, etc. How many?: _____
- Other: _____ Supply room- approximate size: _____

Appliances needed in this area:

- Microwave Other _____
- Refrigerator with freezer Other _____
- Drinking fountain Other _____

For each position or other room identified above, show special space requirements, furniture required in each, special equipment needs, and any non-obvious responsibilities or functions:

3RD SPACE

Please check which items you would like to include in your 3rd Space

- Bookstore Cafe' Coffee shop Water features
- Plaza Lounge Wi-Fi Audio/Visual Equipment
- Lighting Elements Atrium
- Other: _____ Other: _____

RESTROOMS

Separate restroom facilities are required in the following areas:

- Administrative area Fellowship area

State any additional or unusual requirements the restrooms need to meet:
