

FOR SCHEDULING EVENTS including Facilities, Equipment, Vehicles, AND Announcements

- Return this request to the Church Office.
- Do not assume availability of facilities, equipment, or vehicles until approval is granted.
(If you have not received word of approval in 1 week, contact the office.)

COMPLETE THE FIRST SECTION & ALL OTHERS WHICH APPLY

						Today's Date													
Event Title						# Participants Expected													
Is this event connected to a church ministry group? If yes, what group?																			
Frequency of Use		<input type="radio"/> ONE TIME EVENT		<input type="radio"/> WEEKLY		<input type="radio"/> BI-WEEKLY		<input type="radio"/> MONTHLY											
FOR A ONE TIME EVENT		Date of Event																	
Start Time		AM PM		End Time		AM PM		Set Up Time		AM PM		Clean Up Time		AM PM					
FOR RECURRING EVENTS		Begin Date		End Date		MON		TUE		WED		THU		FRI		SAT		SUN	
						<input type="radio"/>		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	
Start Time		AM PM		End Time		AM PM		Set Up Time		AM PM		Clean Up Time		AM PM					
Contact Person						Phone													
Email						Other													

FACILITIES REQUEST	COMMUNITY LIFE CENTER	CHILDREN'S AREA C120-C149	ADULT ED BLDG E150-E253
<input type="radio"/> Worship Center <input type="radio"/> SALT (SOUND & LIGHT TECH) <input type="radio"/> Foyer <input type="radio"/> Library / Café <input type="radio"/> Building Key	<input type="radio"/> Activity Center HALF FULL <input type="radio"/> Dining Room <input type="radio"/> Youth Room (LOWER LEVEL) <input type="radio"/> Conference Room (UPSTAIRS) <input type="radio"/> Kitchen NAME _____ (PERSON RESPONSIBLE FOR KITCHEN)	SELECT ROOM(S) NEEDED Nursery Rooms CRIB CLIMBERS Classrooms PS PK K 1/2 3/4 5/6 C130-131 (CENTRAL PARK) Kitchen (JAM City)	SELECT ROOM(S) NEEDED <input type="radio"/> First Floor Classrooms E150 E151 E152/E153 E154/E155 Other _____ <input type="radio"/> Second Floor Classrooms E250 E251 E252/253 <input type="radio"/> Second Floor Kitchen
Other			

EQUIPMENT REQUEST	NON MINISTRIES EVENTS: SET-UP & RETURN ALL TABLES & CHAIRS		
<input type="radio"/> TV <input type="radio"/> DVD <input type="radio"/> LCD Projector (HDMI connection) <input type="radio"/> PA System in CENTRAL PARK/AC <input type="radio"/> White Board <input type="radio"/> Basketball Equipment <input type="radio"/> Easel <input type="radio"/> Pickleball Equipment <input type="radio"/> Coffee Pots (100 SERVINGS) <input type="radio"/> Volleyball Equipment <input type="radio"/> Linen Tablecloths for 5' tables (FEE INVOLVED — CONTACT OFFICE)	<input type="radio"/> Padded Chairs HOW MANY? _____ 275 AVAILABLE <input type="radio"/> Folding Chairs HOW MANY? _____ 100 AVAILABLE <input type="radio"/> 8' RECTANGLE (SEAT 8-10) HOW MANY? _____ 8 AVAILABLE <input type="radio"/> 5' ROUND (SEAT 8) HOW MANY? _____ 44 AVAILABLE <input type="radio"/> 2' x 4' OBLONG HOW MANY? _____ 4 AVAILABLE		
Other			

VEHICLES REQUEST	Driver(s)		
<input type="radio"/> BUS - 32 PASSENGER <input type="radio"/> Minibus #1 - 15 PASSENGER <input type="radio"/> Minibus #2 - 13 PASSENGER	Other	# of Passengers	
		Depart Date	Depart Time
		Destination	
		Return Date	Return Time

ANNOUNCEMENTS	ANNOUNCEMENT COPY (PRINT CLEARLY)		
DEADLINE 10 am Wednesday <input type="radio"/> Worship Folder <input type="radio"/> SS/ABF <input type="radio"/> Pre-Service Slides <input type="checkbox"/> Online Registration Requested			
ANNOUNCEMENT RUNTIME DATES _____ _____ _____ 3 WEEK MAXIMUM			

FOR OFFICE USE ONLY				Registration Online	Cancelled	Denied
Pending	Approved	Confirmed/ACS	Confirmed/Contact			