



**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			
<b>FOR A ONE TIME EVENT</b>	Date of Event										
Start Time		AM PM	End Time		AM PM	Set Up Time		AM PM	Clean Up Time	AM PM	
<b>FOR RECURRING EVENTS</b>	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"/>	<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	EDUCATION AREA 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"/> Stage Area  <input type="radio"/> Conference Room  <input type="radio"/> Kitchen NAME _____ (PERSON RESPONSIBLE FOR KITCHEN)	<input type="radio"/> Nursery(s) HOW MANY? _____  <input type="radio"/> Classroom(s) HOW MANY? _____  <input type="radio"/> C130-131 (FELLOWSHIP HALL)  <input type="radio"/> Kitchen – stove/oven only	<input type="radio"/> First Floor Classroom(s) HOW MANY? _____  <input type="radio"/> Second Floor Classroom(s) HOW MANY? _____  <input type="radio"/> Second Floor Kitchen
Other _____			

EQUIPMENT REQUEST	YOU ARE RESPONSIBLE TO MOVE, SET-UP & RETURN ALL TABLES & CHAIRS		
<input type="radio"/> TV	<input type="radio"/> DVD	<input type="radio"/> VCR	<input type="radio"/> White Board
<input type="radio"/> LCD Projector	<input type="radio"/> Chalk Board	<input type="radio"/> Folding Chairs	HOW MANY? _____ 200 AVAILABLE
<input type="radio"/> PA System in C130-C131	<input type="radio"/> Easel	<input type="radio"/> 8' OBLONG (SEAT 8-10)	HOW MANY? _____ 20 AVAILABLE
<input type="radio"/> Volleyball Equipment	<input type="radio"/> Coffee Pots (100 SERVINGS)	<input type="radio"/> 5' ROUND (SEAT 8)	HOW MANY? _____ 44 AVAILABLE
<input type="radio"/> Basketball Equipment	<input type="radio"/> Popcorn Machine	<input type="radio"/> 2' x 4' OBLONG	HOW MANY? _____ 4 AVAILABLE
		<input type="radio"/> Linen Tablecloths for 5' tables	(FEE INVOLVED — CONTACT OFFICE)
Other _____			

VEHICLES REQUEST	Driver(s)		
<input type="radio"/> BUS SEATS 32 ADULTS or 49 CHILDREN	<input type="radio"/> Van 15 PASSENGERS	# of Passengers	
<input type="radio"/> Minibus SEATS 14 ADULTS or 22 CHILDREN	<input type="radio"/> Van 15 PASSENGERS	Depart Date	Depart Time
<input type="radio"/> Minibus SEATS 14 ADULTS or 22 CHILDREN	<input type="radio"/> 5' x 8' Trailer	Destination	
<input type="radio"/> Minivan SEATS 7 PASSENGERS	Other	Return Date	Return Time

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

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