

**FOR OFFICE USE**
 Date of request \_\_\_\_\_  
 Event approved \_\_\_\_\_  
 Date on Church Calendar \_\_\_\_\_

# Personal Event Request

For personal events i.e. Showers, anniversary parties, etc. Please use this form to reserve the church facility for your event. More than one group may be in the building at the same time. You are responsible to set up and clean up the area you use.

**\$50 deposit required. Your check will be returned after event once area is inspected.**

**General Use of Building: Heat / AC: If you change the thermostat settings, push hold to keep your setting and then push "run program" when finished. Leave area "Sunday Ready" when finished.**

<b>Event Name</b>	
Date of Event	
Description of Event	
Event Location	
Expected Attendance	
Event Coordinator	
Coordinator phone(s)	Home: _____ Cell: _____
Coordinator email	
Set up time	Start: _____
Event time	
Clean up time	End: _____

<b>Room Request</b>	
<b>Upper level</b>	<b>Lower Level</b>
<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Center Area
<input type="checkbox"/> Meeting room	<input type="checkbox"/> Classroom
	<input type="checkbox"/> Kitchen – food prep

<b>Equipment, Materials, Supplies</b>	
<input type="checkbox"/> Sound System & Technician (fee charged)	<input type="checkbox"/>
<input type="checkbox"/> Video Technician (Computer, DVD, etc.) [fee charged]	<input type="checkbox"/>
<input type="checkbox"/> Microphone # _____	<input type="checkbox"/> Table – Round (seats 8) # _____
<input type="checkbox"/> CD player	<input type="checkbox"/> Table – 6' # _____
<input type="checkbox"/> TV with DVD or VHS	<input type="checkbox"/> Table – 8' # _____
<input type="checkbox"/> Projector with DVD player	<input type="checkbox"/> Chairs # _____

<b>Kitchen use</b>	
<i>Supplies Available:</i>	<i>Clean up required:</i>
_____ Tableware	_____ Sweep
_____ Table Cloths	_____ Damp Mop
_____ Plates	_____ Clean Counters
_____ Cups	_____ Clean Stove – Oven
_____ Napkins	_____ Clean sinks
_____ Coffee supplies	_____ Put away equipment used
_____ Lemonade	_____ Take out garbage
_____ Dish cloths and towels	_____ Lock refrigerator & freezer