



CHURCH CALENDAR ACTIVITY/

BUILDING AND EQUIPMENT USE REQUEST FORM

In order to reserve your use of the building, please return your completed form 10 DAYS PRIOR to your event. Should your event cancel or change, please contact church as soon as possible.

SUN. MON. TUES. WED. THURS. FRI. SAT.

Date of activity _____ Today's date _____

Name of your activity _____

Time you will need into building _____ A.M./P.M.

Time your event begins _____ A.M./P.M.

ENTRY DOOR(S) TO BE OPEN FOR YOUR EVENT:

North South
 East West

ROOM(S) NEEDED FOR YOUR EVENT:

Main sanctuary Chapel
 Fellowship hall Kitchen
 Gym Nursery room(s)
 Classroom(s) _____

TO USE THE CHURCH FACILITY, YOUR RESPONSIBILITY IS:

I, _____, will be the accountable person for this event. I will check in and out of the facility with the caretaker. I will enter at _____ door.

I DO/DO NOT have keys to enter with. I will be responsible for: (1) leaving the room(s) in order; (2) disposing of trash; (3) if kitchen is used, it shall be cleaned per kitchen use instructions; (4) if supplies are used, they shall be put back in their storage places.

Home phone _____ Work phone _____

Number attending _____ If using nursery, how many children? _____

Number of 8-foot straight tables for food and beverage _____

Number of 8-foot tables with chairs _____ (8-10 chairs)

Number of 6-foot straight tables needed _____ (6-8 chairs)

The tables and chairs will be set up for you. Please attach a diagram of how you want them placed.

Equipment needs: Podium w/mike _____ Mikes on stands _____ Piano _____

Cassette/CD player through system (if available) _____

Screen _____ Extension _____ Slide or overhead projector _____

TV monitor and VCR player _____

Paper products: At your cost, you will need how many:

9" plates _____ 12-oz. bowls _____ 12-oz. cups _____ 6-oz. cups _____

6" plates _____ 5-oz. bowls _____ Napkins _____ Table covering _____

Coffee _____ Tea _____ Punch _____ Pineapple juice _____

(China available for special events)