

REQUEST TO SCHEDULE EVENT

_____ Member _____ Non-Member TODAY'S DATE _____

EVENT _____

ROOM(S) REQUESTED: _____

Requested by _____

Event Date Requested: _____ Day of the Week _____ (for multiple dates please use back)

Alternate Date (if necessary due to schedule conflict) _____

Number expected to attend _____ Room Requested: _____

Event start time ____:____ am pm Event end time ____:____ am pm

Set up: From ____:____ am pm Clean up: To ____:____ am pm

Event Contact Person: _____

Address: _____

Day Phone (____) _____ -- _____ Night Phone (____) _____ -- _____

E-Mail _____

Group Name: _____

Will event need kitchen access? Yes No (Kitchen Use fees may apply)

Will event need nursery? Yes No # of children _____ Ages _____

Will event need A/V technician? Yes No (*fees apply for these services - completed A/V form is required)

Will event need set up? Yes No (*fees apply for these services)

Chairs (how many total) _____ Type of chair requested: metal folding blue stacking either

Tables (how many total) _____ Type of table and # of each: 5' Round _____ 8' Rectangular _____

MEMBERS: Will event require janitorial/custodial services? Yes No (fees may apply)
(Janitorial/Custodial services are required for all non-member events and fees apply)

Please notify the office of any change or cancellation of your plans, so the room can be made available for another event and so no one needs to be here to unlock and relock the building for you.

* Members: If you choose to do your own set-up/tear-down and janitorial services, you will be responsible for set up & tear down of all required tables and chairs. You will also be responsible for removing all trash, especially "food" trash, from the building to the dumpster located in the rear of building. Rooms are to be set up as needed for the next scheduled even per our facilities manager. Your cooperation will help keep the facility a wonderful tool for all to use.

Date Approved: _____ **Confirmed:** _____ (initials of ministry staff contact)

Revised: 9/24/07