

CHURCH CALENDAR - ROOM REQUEST FORM

Date

Name

First

Last

Phone

Email

Contact Person for Event* (for questions, additional information, or special assistance requests)

Email

Event Sponsor(s) -- Include Staff Member(s), Department, Class, Ministry (involved)

Event or Project Name

Event Description

Date

End Date

Event StartTime

Event End Time

Anticipated Attendance

Prep StartTime

Tear Down End Time

Location*

S124 Classroom
 N105 Awana - north
 N103 Awana - south
 S131 College & Career -north
 S133 College & Career -south
 S125 Conference Room
 N110 Children's Classroom
 N109 Children's Classroom
 N112 Children's Classroom
 N111 Children's Classroom
 N114 Children's Classroom
 N113 Children's Classroom
 S128 Kitchen
 E140 Narthex - Foyer
 S127 Parlor - north
 S129 Parlor - south
 E141 Sanctuary
 S130 Youth/Fellowship Hall

Set-Up and Equipment

Chairs
 # Tables with Chairs
 # Tables
 Lectern/Speaker's stand

AV Equipment if Available

Mics(handheld /stand)
 Lapel mic
 Portable sound system
 TV with DVD player

other: _____

Approved: _____ Date: _____