

# 1 Fill in Contact Info

EVENT: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

## 2 CHECK ROOM/RESOURCE CHOICES BELOW

- Bus & Driver
- ENTIRE FACILITY
- Room(s) Upstairs:
  - Sanctuary
  - Fellowship Hall
  - Kitchen
  - Toddler Nursery
  - Infant Nursery (203 across from Library)
  - Library/204
  - Lobby area
  - 200
  - 300 (Conference table area)
- Room(s) Downstairs:
  - 100 .....(youth; stage)
  - 101 .....(youth/adult)
  - 102 .....(children)
  - 103 .....(children)
  - 104 .....(Kitchen in basement)
  - 105 .....(youth/adults; casual w/ tables set up)
  - 111 .....(children)
  - 113 - 117 .....(children)
  - 114 .....(children)
  - 116 - 118 .....(children)
  - 119 .....(adult)
  - 122 .....(children)
  - 124 .....(adult)
  - 126 .....(adult)
- Food Storage: Commercial-sized refrigerator in Fellowship Hall
- I will need the use of a LOANER KEY for my event.
- My event is longer than 4 hours. Could a "holiday" be set **beginning at** \_\_\_\_\_ **& ending at** \_\_\_\_\_ on the date of my event in order to hold the electronic door unlocked during this time?  
TIME TIME

## 3 Fill in Dates & Times

DATE(s) OF EVENT \_\_\_\_\_

**SETUP STARTS** AT \_\_\_\_\_ ON **FIRST** DATE STATED ABOVE  
TIME

**EVENT** STARTS AT \_\_\_\_\_ ON DATE STATED ABOVE  
TIME

**CLEANUP ENDS** AT \_\_\_\_\_ ON **LAST** DATE STATED ABOVE  
TIME

Place form in church mailbox # 118.

