

Name of event \_\_\_\_\_ Date form turned in \_\_\_\_\_

Ministry/group name \_\_\_\_\_

Contact \_\_\_\_\_

Ph # \_\_\_\_\_ Email \_\_\_\_\_

Staff Member over event \_\_\_\_\_

Date of Event \_\_\_\_\_ Day of the week \_\_\_\_\_ Time from \_\_\_\_\_ to \_\_\_\_\_

Date/Times to prepare for event \_\_\_\_\_ Where \_\_\_\_\_

*(Dates are NOT reserved until this form is completed and approved by staff)*

Building(s) to be used \_\_\_\_\_

Room(s) needed \_\_\_\_\_

Will tables be used? \_\_\_\_\_ How many and what date/time to be used \_\_\_\_\_

Will chairs be used? \_\_\_\_\_ How many and what date/time to be used \_\_\_\_\_

Childcare room(s) to be used \_\_\_\_\_ Which one(s) \_\_\_\_\_

*(Must be approved by Preschool Minister)*

Kitchen to be used \_\_\_\_\_ Will you be cooking/preparing food? \_\_\_\_\_

Sound booth needed \_\_\_\_\_ Sound person to work event \_\_\_\_\_

*(Must be approved by Music Minister)*

(Please note: there is a cost of \$50 per 4 hours, per sound person, working your event/practice; 4 hours of tech would cover a 3 hour event)

Estimated number of people at event \_\_\_\_\_

(Please note: if the estimated number of people at your event changes by 10% or more, the church office must be notified at least 2 weeks prior to your event)

Church van being used? \_\_\_\_\_ Van 1/Van 2 (please circle) Date/time to be used \_\_\_\_\_

Will the church trailer be used? \_\_\_\_\_ If so, date/time to be used \_\_\_\_\_

**\*PLEASE NOTE: RESERVATION UPDATES WILL BE PROVIDED  
 AFTER REQUESTS ARE REVIEWED BY STAFF. PLEASE ALLOW TWO WEEKS.  
Must be signed by minister over event prior to submitting to the office**

**Office Use Only:**

**Pastor/Office Manager**

\_\_\_\_\_

**Minister (as needed per event)**

**Minister to Adults** \_\_\_\_\_

**Minister of Music** \_\_\_\_\_

**Minister to Students** \_\_\_\_\_

**Minister to Children** \_\_\_\_\_

**Minister to Preschool** \_\_\_\_\_

**Minister of College** \_\_\_\_\_

**Ministry Leader** \_\_\_\_\_

**Date double-checked by:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Added to Calendar: Yes No**      **Dated added:** \_\_\_\_\_

**Email confirmation sent: Yes No**      **Date sent:** \_\_\_\_\_