

Event Planned _____ Estimated # attending _____

Date(s) of Event _____

Reoccurring Dates _____ Please circle: daily weekly monthly

Start time _____ End time _____ Do you need a key? Yes No Who will lock up? _____

Are you planning to have our Facility Staff set up for you? Yes No (If yes, include set-up diagram on back)

What time do you need it set up? _____ What time do you need access to the facility? _____

Ministry _____ Ministry Leader _____ Ministry Leader Approval

Contact Person _____ Email Address _____ Day phone _____

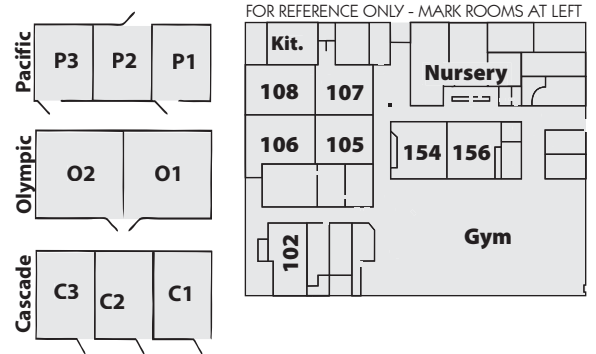
This event is offsite, but needs to be on church calendar.

REQUESTED FACILITY ROOMS (Please provide set-up diagram on reverse side)

- 1st floor**
- Room 102
 - Gymnasium
 - Room 154
 - Room 156
- Room 105
 - Room 107
 - Kitchen*
 - Nursery**
- Room 106
 - Room 108

- 2nd floor**
- Worship Center
 - Prayer Room

- Annex(es):**
- | | | |
|-----------------------------|-----------------------------|-----------------------------|
| Cascade | Olympic | Pacific |
| <input type="checkbox"/> C1 | <input type="checkbox"/> O1 | <input type="checkbox"/> P1 |
| <input type="checkbox"/> C2 | <input type="checkbox"/> O2 | <input type="checkbox"/> P2 |
| <input type="checkbox"/> C3 | | <input type="checkbox"/> P3 |



Facility Capacity Information

1. The Worship Center seats about 420 (including 100 in balcony).
2. Room 106/108 is suitable for events up to 50-60 people (with partitions opened).
3. Fellowship Hall - Rooms 105/106/107/108 will accommodate 100-120 (with partitions opened).
4. Kitchen has two residential refrigerator/freezers, microwave, three residential size range/ovens, three sinks and dishwasher, serving window and counter to Room 108.
5. Gym accommodates 200-250 in chair circles.
6. Room 156 has one sink and five feet of counter space.

*Please complete Equipment Request sections below if you require paper products or other kitchen items for your event.

**It is your responsibility to contact Nursery Coordinator directly to make arrangements to use any Nursery facilities.

FACILITY EQUIPMENT REQUESTS

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Round Tables Qty. _____ | <input type="checkbox"/> Chairs per table _____ | <input type="checkbox"/> Rectangular Tables Qty. _____ | <input type="checkbox"/> Chairs per table _____ |
| <input type="checkbox"/> Stage(s) Qty. _____ | <input type="checkbox"/> Podium | <input type="checkbox"/> Other _____ | |

Kitchen Items

- | | | | |
|---|---|--|-----------------------------------|
| <input type="checkbox"/> Large paper plates | <input type="checkbox"/> Small paper plates | <input type="checkbox"/> Cups | <input type="checkbox"/> Utensils |
| <input type="checkbox"/> Coffee pot | <input type="checkbox"/> Water pot | <input type="checkbox"/> Chaffing Dishes (3) | |

Media/Sound Equipment Requests (For all sound/media requests - it is your responsibility to communicate with the Tech Director.)

- | | | | | |
|------------------------------------|--|---|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Projector | <input type="checkbox"/> Portable screen | <input type="checkbox"/> TV/VCR | <input type="checkbox"/> CD Player | <input type="checkbox"/> DVD Player |
| <input type="checkbox"/> Sound | <input type="checkbox"/> Mics Qty. _____ | <input type="checkbox"/> Powerpoint Presentation (prepared by you in advance) | | |

Special Equipment Requests

- | | | |
|----------------------------------|------------------------------|--|
| <input type="checkbox"/> Trailer | <input type="checkbox"/> Bus | (These options are available on a limited/restricted basis and must be cleared directly with Facility Director.) |
|----------------------------------|------------------------------|--|

FINANCIAL REQUESTS (For all financial requests - it is your responsibility to contact the Business Manager directly.)

- Reimbursement (Under \$50 is petty cash/Over \$50 is by check - Reimbursement forms available during office hours.)
- Cash Box
- Change for cash box (You are responsible to take check to bank for any change - not to exceed \$50)
- Credit Card Machine
- Online payment options

EVENT PUBLICITY (Please complete a publicity request form for each separate print job and submit to the office at least two weeks prior to completion date.)

- Print Media
- Web
- Bulletin Announcement*

*If bulletin announcement, submit request to the office by 12:00 pm on Wednesday prior to the weekend you would like the announcement to begin.

- Sign-up table in foyer for _____ weekends. (table must be manned for all weekend worship services including Saturday night)
Please note that all efforts will be made to honor this request, but consideration will need to be made to coordinate with other events as well.

EVENT ROOM LAYOUT DIAGRAM (Please provide diagram for our facility staff in this box. If more space is needed attach another page.)

MINISTRY EVENT GUIDELINES - USE OF THE CHURCH FACILITY IS A PRIVILEGE. PLEASE USE IT WITH CARE AND RESPECT.

1. If you move it, please put it back. If you mess it up, please clean it up.
2. Please respect church standards. No profanity, no alcohol, no smoking.
3. All reservations more than 180 days in advance are subject to change.

LEADER RESPONSIBILITIES

1. All events/activities require adult supervision.
2. Ask the Facility Director before you make any room or furniture adjustments.
3. Turn off lights and lock up following your event, unless prearranged with Facility Director.
4. Submit payment (if required) to the church office at least two weeks prior to the event.

I assume responsibility for the facility according to this agreement. Any event changes must be communicated 24 hours prior to event.

Signature _____ Date _____

FOR OFFICE USE ONLY	
<input type="checkbox"/> Calendar Approval	Date _____
<input type="checkbox"/> Facility Director	Date _____
<input type="checkbox"/> Business Manager	Date _____
<input type="checkbox"/> Tech Director	Date _____
<input type="checkbox"/> Publicity	Date _____
<input type="checkbox"/> Nursery Coordinator	Date _____
<input type="checkbox"/> Kitchen Coordinator	Date _____