



## REQUEST FOR MULTI-DATE MEETING OR EVENT

Name of Organization/Ministry \_\_\_\_\_ No. of People Expected \_\_\_\_\_

Event Contact/Church Member \_\_\_\_\_ Event Purpose \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

**Room(s) assigned** \_\_\_\_\_

If kitchen: Name of Kitchen Coordinator: \_\_\_\_\_

**Meeting Schedule** (circle all that apply): the 1st, 2nd, 3rd, 4th, every M T W TH F SA SU

(circle months that group meets) JAN FEB MAR APR MAY JUNE JULY AUG SEPT OCT NOV DEC

**Or list dates** \_\_\_\_\_

**From** \_\_\_\_:\_\_\_\_ am/pm **To** \_\_\_\_:\_\_\_\_ am/pm  
(Time room is needed) (Actual meeting time)

Please arrange for childcare for church sponsored events through the Membership & Volunteer Coordinator.

**Please indicate equipment needs:**

Room ok as is:

Number of round tables (seat 6): \_\_\_\_\_ Number of chairs (max 8) \_\_\_\_\_

Number of 6' rectangular tables: \_\_\_\_\_ Number of chairs (max 8) \_\_\_\_\_

Number of chairs: \_\_\_\_\_

Location of chairs and tables in room: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other needs: \_\_\_\_\_

**Fees Due at Reservation**

\$50 Security Deposit: \_\_\_\_\_

\$50 Per Hour Custodial Fee (after reg. hours): \_\_\_\_\_

\$50 per hour Audio Visual Tech Fee: \_\_\_\_\_

**TOTAL:**

I have read and understand the guidelines for use of church facilities and supplies/equipment and agree to comply with same.

Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_

Over

**FOR CHURCH STAFF TO COMPLETE.**

**Usage Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please use building entrance:** \_\_\_\_\_

\_\_\_\_\_ Date Facility Use Policy form mailed/emailed and notified of approval.

\_\_\_\_\_ Date Gym Usage and Guidelines Received

\_\_\_\_\_ Date Consent and Release Received

\_\_\_\_\_ Date security Deposit Received                      Check No. \_\_\_\_\_

\_\_\_\_\_ Date Security Deposit Returned

\_\_\_\_\_ Date Fees collected.                                      Check No. \_\_\_\_\_

\_\_\_\_\_ Paperwork given to Custodians