

Office Use Only
Date Added _____
Initials _____

RESERVATIONS SHEET

(Calendar Events and Van / Bus Usage)

Office Use Only
Date _____
Approved By _____

Today's Date _____

Event _____

Location _____

Day & Date of event _____

Set-up Time _____

Start & End Time of event _____

Contact _____

Phone _____

It is the responsibility of the Contact person to secure the building after the event. (Doors Locked and Lights Off) _____ (initial)

Cost _____

It is the responsibility of the Contact Person / Using Group to clean the areas they've used (take table / chairs down, dust mop and wet mop areas used, clean restrooms used).

Reservations Yes No

Sign-up Deadline _____

Childcare Yes No

_____ No. of Preschoolers _____ No. of Children

Each group is responsible for securing their own childcare workers. There must be at least 2 workers in each room and the workers must be at least 18 years old and pass a recent background check which will be held on file in the church office. Also, each group is responsible for cleaning and returning the room(s) back to their original position.

Kitchen Yes No

Supplies Needed (ministry events only) Yes No

Van Needed Yes No

Overnight Yes No

Qualified Driver's Name _____

Bus Needed Yes No

Overnight Yes No

Qualified Driver's Name _____

Using Group is responsible for the cost of filling the vehicle(s), toll charges incurred, and paying mileage – 20 cents per mile. All drivers must be on the church's insurance drivers list. Out of town or extended trips require a "back up" driver.

Required
Short Discription for Web Calendar (ministry events only)

*** EVENT SET-UP INFO NEEDED ON OTHER SIDE OF SHEET**

EVENT SET-UP INFO

Be specific!

Area _____

Chairs Yes No Number Needed _____

Arrangement (draw diagram below):

KITCHEN

OVERFLOW ROOM

Tables Yes No Round Needed _____ Rectangle Needed _____

Arrangement (draw diagram below):

REMINDER: It is the responsibility of the Contact Person / Using Group to clean the areas they've used.
(take table / chairs down, dust mop and wet mop areas used, clean restrooms used).

Notes
