

Office Use Only  
Date Added \_\_\_\_\_  
Initials \_\_\_\_\_

# RESERVATIONS SHEET

(Calendar Events and Van / Bus Usage)

Office Use Only  
Date \_\_\_\_\_  
Approved By \_\_\_\_\_

Today's Date \_\_\_\_\_

Event Name \_\_\_\_\_ Location \_\_\_\_\_

DAY & DATE of event \_\_\_\_\_ Set-up Time \_\_\_\_\_

Cost \_\_\_\_\_

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) and to clean the areas they've used (take table / chairs down, dust mop and wet mop areas used, clean restrooms used). \_\_\_\_\_ (initial)**

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.**

Audio/ Visual  Yes  No

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 \_\_\_\_\_

**All drivers must be on the church's insurance drivers list. Out of town or extended trips require a "back up" driver.**

**\*REQUIRED\***

Short Description for Web Calendar (ministry events only)

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**\* 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

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