

Office Use Only
Date Added _____
Initials _____

RESERVATION AND EVENT PROMOTION 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 per person _____

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 areas 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.

NOTE*Also, each group is responsible for cleaning and returning the room(s) back to their original position.**

Do you require security? ____ Yes ____ No Do you require a Hex Key? ____ Yes ____ No

Audio/ Visual ____ Yes ____ No

Kitchen ____ Yes ____ No **Supplies Needed** (for use with 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

Detailed Information for Web Calendar and Promotions (ministry events only)

NOTE*****Please don't make commitments until your event has been approved.**

*** 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 and dust mop areas used).

1. NO PETS OF ANY KIND AT ANY TIME.

2. Use of playground must be supervised by an adult present in the playground whenever children are there.

Notes:
