

Office Use Only
Date Added _____
Initials _____

RESERVATION AND EVENT PROMOTION SHEET

(Calendar Events and Van / Bus Usage)

Office Use Only
Date _____
Approved By _____

MUST abide by all CDC COVID-19 guidelines.

Today's Date _____

Contact _____ Phone _____

Event Name _____ Location _____

DAY & DATE of event _____ Set-up Day/Time _____

Event Start & End Time _____ Cost per person _____

Reservations ____ Yes ____ No Sign-up Deadline _____

Childcare ____ Yes ____ No _____ Number of Preschoolers _____ Number 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.

DO YOU REQUIRE:

Security ____ Yes ____ No Hex Key ____ Yes ____ No

Audio ____ Yes ____ No Visual ____ Yes ____ No

Kitchen ____ Yes ____ No Kitchen Supplies Needed ____ Yes ____ No
(for use with ministry events only)

Van 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)

How would you like this event promoted? (Check choices)

Announced in Service Screen Slide Facebook Website

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!

Fellowship Hall or Overflow Room _____

Chairs ___ Yes ___ No

Number Needed _____

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:
