



# Church Calendar Reservation and Facility Use Form

## Provide the Information Requested Below to Reserve a Date on the Church Calendar:

Request submitted by: \_\_\_\_\_ Today's date: \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_

Name of event: \_\_\_\_\_

Date requested: \_\_\_\_\_ Room requested: \_\_\_\_\_

Second choice of dates if requested date is unavailable: \_\_\_\_\_

Beginning time of event: \_\_\_\_\_ am / pm Ending time of event: \_\_\_\_\_ am / pm

Recurrence of event: One time only \_\_\_\_ Weekly \_\_\_\_ Monthly \_\_\_\_ Other \_\_\_\_\_

Is childcare requested for this event? \_\_\_\_\_ Is a church vehicle requested for this event? \_\_\_\_\_

*(If childcare or church vehicle is needed, a separate form is required.)*

## Include the Information Requested Below if Room Set-Up Will Be Required:

Approximate number of people you expect to attend this event: \_\_\_\_\_

Will you need to do any set-up before the event? \_\_\_\_\_ When? \_\_\_\_\_

If additional equipment or resources will be needed, check all that apply below:

Chairs \_\_\_\_\_ Tables \_\_\_\_\_ Tablecloths \_\_\_\_\_ Whiteboard \_\_\_\_\_ Podium \_\_\_\_\_

Extension cords \_\_\_\_\_ PA System \_\_\_\_\_ Other: \_\_\_\_\_

If a particular type of room set-up is requested, check the type desired below. If a different set-up is needed, draw a diagram of it on the back of this form.

**Classroom:**  
Tables and chairs are placed in rows facing the front.

**Banquet:**  
Round tables and chairs are spaced throughout the room.

**Lecture:**  
Chairs are placed in rows facing the front.

**Discussion Circle:**  
Chairs are placed in a semi-circle facing the front.

Church Office Approval \_\_\_\_\_ Date Approved \_\_\_\_\_