

# ROOM REQUEST FORM

## PLEASE READ

By filling out this request in its entirety, you will be enabling your event to be setup correctly and run more smoothly.

THE COMPLETION OF THIS FORM DOES NOT GUARANTEE SPACE AVAILABILITY.

Please use the diagrams for setup requirements for the following rooms: Chapel, Founders, Mayflower, Plymouth and Sanctuary.

### REQUESTS MUST BE TURNED IN:

2 weeks before the date for large events (Large Event: 30 or more people)

1 week before the date for regular room usage

3 days notice for all cancellations would be helpful.

## CONTACT INFORMATION

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

Event Title \_\_\_\_\_

Contact \_\_\_\_\_

Day Phone \_\_\_\_\_

Staff Liaison \_\_\_\_\_

E-Mail \_\_\_\_\_

Sponsored By \_\_\_\_\_

## EVENT CONFIRMATION INFORMATION

### Please provide information to receive your confirmation in:

Committee Box: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Fax: \_\_\_\_\_

## EVENT INFORMATION

**EVENT START** \_\_\_\_\_ **AM PM**

**EVENT END** \_\_\_\_\_ **AM PM**

**SET-UP TIME** \_\_\_\_\_ **AM PM**

**CLEAN-UP** \_\_\_\_\_ **AM PM**

## PLEASE CHECK ITEMS FOR SETUP

\_\_\_ Easel

\_\_\_ Flip Chart (markers & easel)

\_\_\_ Overhead Projector

\_\_\_ LCD Projector (main and lower level only)

\_\_\_ Screen

\_\_\_ Lectern

\_\_\_ Microphone (Mayflower & Plymouth Only)

\_\_\_ TV/VCR/DVD

## BEVERAGES

**COFFEE** 1 shuttle (30 cups) \_\_\_\_\_ @ \$8/shuttle = \$ \_\_\_\_\_

**TEA** 1 pot (8 cups) \_\_\_\_\_ @\$2/pot = \$ \_\_\_\_\_

**TOTAL SUBMITTED** \$ \_\_\_\_\_

### PAYMENT METHOD

Check to GCC attached

Cash Attached

Charge Church Account # \_\_\_\_\_

## CONTRIBUTION TO COVER BUILDING OPERATING COSTS:

The church's operating costs are about \$100 per hour minimum for most events. As part of your event; are you willing to voluntarily make a donation to help cover our building costs?

If so, please indicate the amount you can contribute and your payment method.

Amount of contribution: \$ \_\_\_\_\_ Check attached \_\_\_\_\_ or charge Church Account # \_\_\_\_\_."

**PLEASE CIRCLE REQUESTED DATES**

<p><b>July 2010</b></p> <table border="1"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p><b>August 2010</b></p> <table border="1"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p><b>September 2010</b></p> <table border="1"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30									
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**PLEASE CHECK ROOMS AND SETUP**

**Food & Beverage only allowed in rooms in this box.**

- Founders
- Kitchen
- Mayflower
- Plymouth

- Bell Room
- Chapel
- Choir Room
- Cradle/Toddler
- Gym
- Library
- Narthex
- Parlor
- Room 5
- Room 7
- Room 8
- Room 32
- Room 201
- Room 210
- Room 213
- Sanctuary
- Other\_\_\_\_\_
- West Entrance
- Parking Lot

**TABLES - PLEASE LIST THE QUANTITY**

- Round - w/8 chairs
- Rectangular - w/10 chairs
- Round - no chairs
- Rectangular - no chairs
- Card - seats 4
- Table Cloths
- Chairs only (quantity)
- Extra Chairs Needed
- Number of Participants

**ARRANGEMENT (CIRCLE ONE)**

- Circle
- Square
- Lecture
- Other
- U-Shape

**FALL WINTER SPRING HOURS:**

Monday - Friday 7:00 am - 9:00 pm  
 Saturday 8:00 am - 4:30 pm  
 Sunday 7:00 am - 4:30 pm

**SUMMER HOURS:**

Open 8:30 am - 12:30 pm  
 Summer Hours Begin June 14, 2010  
 Summer Hours End August 16, 2010

**CHURCH BUILDING CLOSED**

<u>2010</u>	<u>2010</u>	<u>2011</u>
April 5	September 6	January 1, 3
May 30	November 25, 27	April 25
July 5	December 25, 27, 28	May 30