

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

July 2011

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						

August 2011

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			

September 2011

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	

October 2011

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					

November 2011

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			

December 2011

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

January 2012

S	M	T	W	T	F	S
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				

February 2012

S	M	T	W	T	F	S
			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			

March 2012

S	M	T	W	T	F	S
				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

April 2012

S	M	T	W	T	F	S
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					

May 2012

S	M	T	W	T	F	S
		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		

June 2012

S	M	T	W	T	F	S
					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

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 13, 2011
 Summer Hours End August 15, 2011

CHURCH BUILDING CLOSED
 2011 July 4 Sept. 5 2011 Nov. 24, 25 Dec. 23, 26 2012 Jan. 2 April 9 May 28