

Church Calendar Request Form

Please Note:

- In observance of major holidays, the church building will be closed and no events or meetings will be permitted. Please watch the church bulletin and website for announcements regarding the office closures.*
- If you are not going to utilize a regularly scheduled reservation, please contact Patty Deiser and let her know. If you fail to do so three times for a reservation, your reservation will be canceled in order to allow others to book the room.*

Thank you for your understanding!

Event/Contact Info:

Today's Date: _____

Event Name: _____

Number of People Expected: _____

Ministry Area/Group: _____

Contact Person: _____

Contact Phone: _____

Email Address: _____

Pastor/Director Signature Authorization: _____

(All events must be authorized by a Village Pastor or Director before the rooms will be reserved).

Day/Date/Time:

Day(s) of week (circle): S M T W Th F Sa -Every- 1st 2nd 3rd 4th 5th Last Every Other

Beginning Date: _____ Ending Date: _____

(Note: you may only book for up to one year at a time - you will need to resubmit a form at that time.)

Event Start Time: _____ AM PM Event End Time: _____ AM PM *(Note: All events must end by 9:30 PM)*

Amount of Set-up Time Requested: _____ Amount of Tear-Down Time Requested: _____

Location:

Worship Center

- Sanctuary
- Columbia
 - A B
- Wall Open: Yes No
- Willamette
 - A B C
- Wall Open: Yes No
- Deschutes

Upstairs South Building

- Chapel
- Music Room
- Bridge Room
- 231
- 232

Downstairs South Building

- Gym
 - South North
- Fireside Room
- Fellowship Hall
 - East West
- Wall Open: Yes No
- Kitchen
- 130
- 136

Other

- North Village
 - South Village
 - Modular
 - Off Campus: _____
 - Other: _____
 - Other: _____
 - Other: _____
 - Other: _____
-

Other Services Requested:

Nursery Care needed? (0-3 years) Yes

Sound Technician Needed? Yes *(A separate request for sound must be emailed directly to Jerry Keifer (JerryK@ybconline.org) or Dean Christensen (DeanC@ybconline.org) within seven days of calendar request submission.)*

Equipment Needed: Projector TV/DVD Podium PA System Other: _____ Other: _____

Setup: Round tables, Qty: _____ Rectangle tables, Qty: _____ Chairs, Qty: _____

*****Please detail setup instructions on the back of this form paper.*****

No setup needed for this event.

Promotion:

Ad slide: Yes

Bulletin: Yes

Website calendar? Yes

Event description for the website: _____

Office Use Only

- Approved
- Not Approved

- Entered into Calendar
- Reservation #: _____

Date reviewed: _____

Scheduled by: _____

- CC:
- Custodial Staff
 - Bulletin
 - Website

- Sound Technician
- Nursery
- Slide

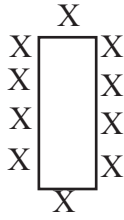
- Other: _____
- Other: _____
- Other: _____

Event Name: _____

Date: _____

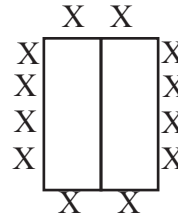
Room Setup Options

Boardroom Rectangle, 1 table



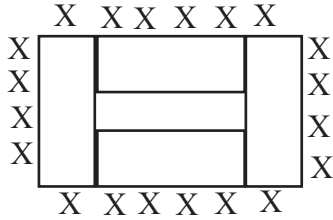
of chairs _____
(limit 10)

Boardroom Rectangle, 2 tables



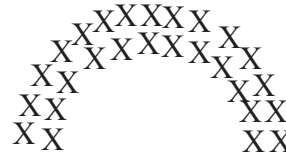
of chairs _____
(limit 12)

Boardroom Box



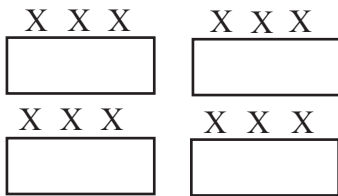
of chairs _____

Horseshoe



of chairs _____

Classroom



of tables _____

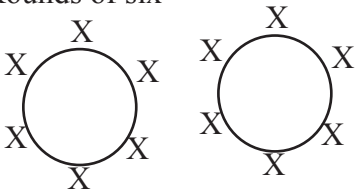
of chairs _____

Theatre



of chairs _____

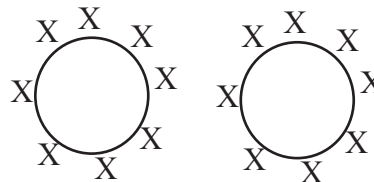
Rounds of six



of tables _____

of chairs _____

Rounds of eight



of tables _____

of chairs _____

Please write the bulletin announcement as you would like it to appear in the bulletin. Be as concise as possible while including basic information such as name of event, date, time, location, cost and if nursery care will be provided.)