

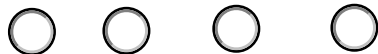
Event Request Form

EVENT NAME: _____

TODAY'S DATE: _____

PERSON IN CHARGE: _____

PHONE #: _____



EVENT FREQUENCY: Once | Yearly | Monthly | Weekly

EMAIL: _____

EVENT DATE(S): _____

Other: _____

Off-Site Event -
 Location: _____ Who is welcome? _____
 Dates/Times: _____ (Congregation, Specific Ministry)

Camano Chapel Campus Use -

Set-up Date/Time: _____ Rehearsal Date/Time: _____ Clean-up Date/Time: _____

Meeting Spaces

Time	Use Description	# Seats	Kids	Tables	Wheelchair Accessible	TV or Projector	White Board	Other (Piano, Podium, etc.)	Space Assigned
9am-12pm	Bible Study	14		X	X	X		<— EXAMPLE	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Nursery Use - # of infants ___ (402) # of toddlers ___ (401)

Kitchen Use - Prep Kitchen (201) Warming Kitchen (418) Date/Time(s): _____

Outdoor Use - Ball Field Playground Fire Pit Other: _____

Advertising - Contact Person _____

Please include on Church Calendar URL Link _____

Please make a printed flyer Please post event on Facebook

(Requests for sign-up tables in East Foyer, or posters on easels; are to be directed to Jennifer Clem)

Impact Review - Office Use Only

Appropriate Space Available: YES | NO Comments: _____ Jennifer's Initials / Date _____

A/V Tech: _____ Scanned to Josie? YES | NO

Approval: _____ Mark's Initials / Date _____ Event contact notified of decision: YES | NO

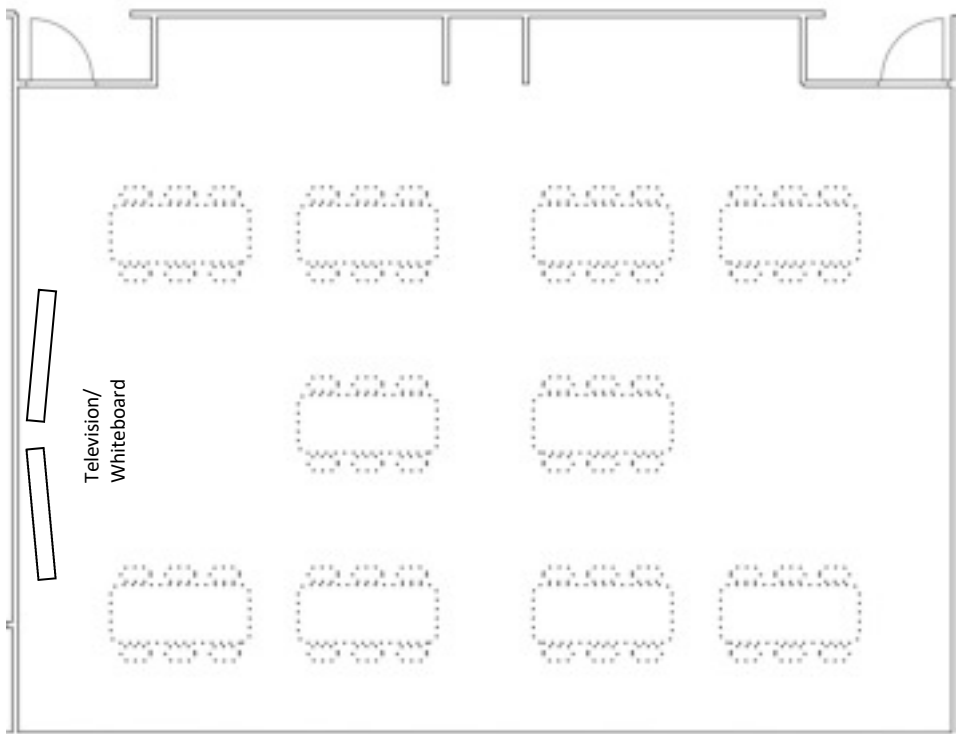
Rooms **100** (Heritage Sanctuary), **102** (Hearth Room), **200** (Worship Center/Gym), **205** (Chapel Cafe), **304**, and **400** (Upper Room) can be configured to accommodate particular uses.

Room Diagram / Floor Plan

CLASSROOM LAYOUTS

(Return To This Layout After Use)

Double Classroom



Single Classroom

