

Event Request Form

Please deliver completed form to your Ministry Overseer

Approval: _____
Ministry Overseer Signature

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"/>		
			<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"/>		
			<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 post event on Facebook

(Requests for sign-up tables in East Foyer and posters on easels are to be directed to Event Scheduler)

Impact Review - Office Use Only

Appropriate Space Available: YES | NO Comments: _____

Event Scheduler Initials / Date

A/V Tech Needs Scanned to Worship Director & Tech. Director? YES | NO

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

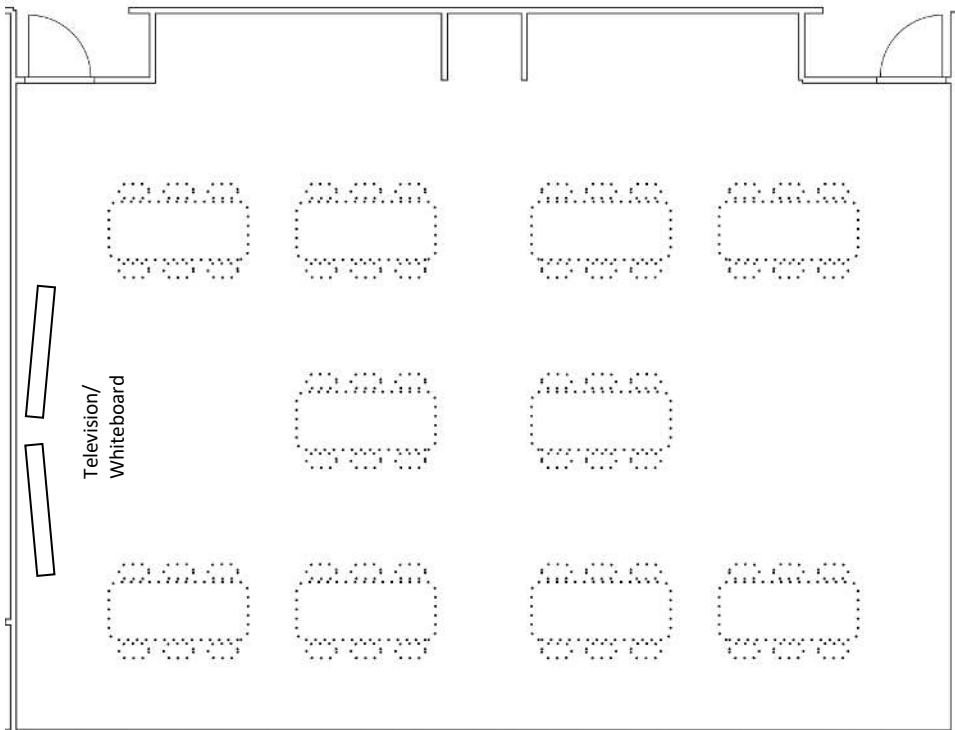
Please draw out your layout on paper, scan and attach the file here.



CLASSROOM LAYOUTS

(Return To This Layout After Use)

Double Classroom



Single Classroom

