Event Request Form

Please (deliver coi	mpleted form	to yo	ur M	inist	ry O	verseer	Appro	oval:	Ministry Overseer Signature	
EVENT NA	AME:						_		1	ODAY'S DATE:	
PERSON IN CHARGE:						_ PI	HONE #:				
							EN	MAIL:			
EVENT FR	EQUENCY:	Once Year	rly Mo	onthly	We	ekly	EVENT DA	TE(S): _			
		Other:									
Off-Site E Location: Dates/Tin										egation, Specific Ministry)	
Camano (Chapel Camp	us Use -									
	-		Rehea	rsal Dat	e/Tim	e:		Clo	ean-up	Date/Time:	
Meeting S	paces										
Time	Use Descri	iption		# Seats	Kids	Tables	Wheelchair Accessible	TV or Projector	White Board	Other (Piano, Podium, etc.)	Space Assigned
9am-12pm	Bible Study			14		Χ	Χ	Χ		<— EXAMPLE	
•		fants (402)		ddlers							
Kitchen U	_	ep Kitchen (201)		arming		nen (<i>41</i>		ast Field	- _ -	Madrona Yard	
Outdoor l	Jse - 🔛 W	est Field	Pla	aygrou	nd		<u></u> ⊢	ire Pit	Ш	Tent	
Advertising -				Contact Person							
☐ Pleas	e include or	n Church Calend	dar				URL Li	ink			
☐ Pleas	e post even	t on Facebook									
(Reque	ests for sign-	up tables in Ea	st Foye	r and µ	ooste	rs on	easels are	e to be d	directe	d to Event Scheduler)	
	<u>view</u> - <i>Office U</i> te Space Availa	se Only able: YES NO Co	mments:								.
A/V Te	ech Needs	Scanned to	Worship	Directo	or & To	ech. Dii	rector? YES	NO		Event Scheduler Initials / Date	ı
Event cont	act notified of	decision: YES N	10								I I

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

