

# Event Request Form

Please Deliver The Completed Form To Your Ministry Overseer Approval: \_\_\_\_\_  
(Ministry Overseer Signature)

**Event Name:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Person In Charge:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Event Frequency:** Once | Monthly | Weekly

**Event Date(s):** \_\_\_\_\_

**Other:** \_\_\_\_\_ **Event Time:** \_\_\_\_\_

**Set-up Date/Time:** \_\_\_\_\_ **Rehearsal Date/Time:** \_\_\_\_\_ **Clean-Up Date/Time:** \_\_\_\_\_

**A brief description of the event:** \_\_\_\_\_  
\_\_\_\_\_

## Off-Site Event

**Location Name:** \_\_\_\_\_

**Location Address:** \_\_\_\_\_

## Rooms Needed

Room Requested	Use Description	# of seats	Tables needed?	Wheelchair access	White Board	Other (Piano, Podium, etc.)	Office use only: Room Assignment

## Additional Needs

**Kitchen Use:** ☐ Prep Kitchen (201) ☐ Warming Kitchen (418)

**Outdoor Use:** ☐ West Field ☐ Playground ☐ Firepit ☐ East Field ☐ Madrona Yard

☐ **Passenger Van**

☐ **Cargo Van**

☐ **Bus**

**Van #** \_\_\_\_\_  
(determined by Event Scheduler)

**Tech Requests:** ☐ Sound ☐ TV/Projection ☐ Recorded (Gym, Upper Room & Heritage only)

**Advertising:** \_\_\_\_\_  
☐ Social Media Posts ☐ Event Registration ☐ Public Church Calendar  
(Requests for tables in the foyer should be directed to the Worship Director)

Impact Review - Office Use Only

Appropriate Space Available: ☐ Yes ☐ No

Comments:

Event Scheduler Initials/Date:

Event contact notified of decision? ☐ Yes ☐ No

Date emailed: \_\_\_\_\_

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.

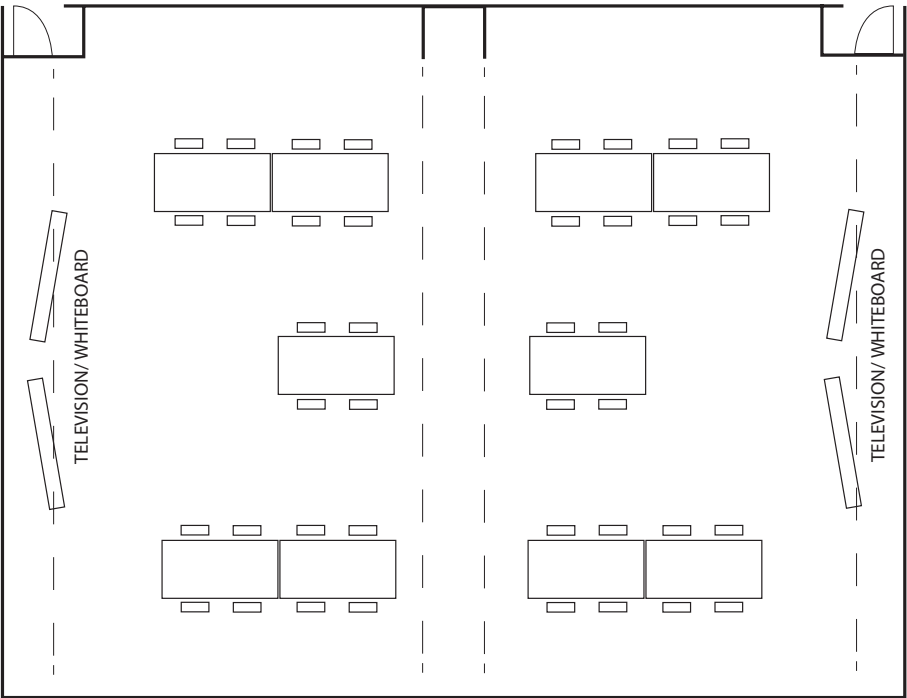
**Room Diagram / Floor Plan**

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**CLASSROOM LAYOUTS**

(Return To This Layout After Use)

**Double Classroom**



**Single Classroom**

