

ROOM RESERVATION FORM

Please complete both pages and notify the Scheduling Coordinator of any changes as soon as possible.

Today's Date:

Confirmation Number:

ROOM REQUEST

Event Name:

Committee:

Event Date(s):

Mo/Day/Year – Mo/Day/Year

Event Time: from am pm to am pm

Set-Up Time: from am pm to am pm

**** Doors will unlock 30 minutes prior to your Set-Up time (or Event Time if no Set-Up time is needed) and remain unlocked until 30 minutes after the Event start time to allow for late arrivals. If you need doors unlocked for additional time, please indicate the times below.

Door(s) unlocked from am pm to am pm

Door(s) or areas I need unlocked:

Is this a Recurring Event? YES NO

Choose one: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Choose one: Weekly Monthly (i.e. 2nd Tues/Mo) Other (please specify)

Type of Event (choose one): Church Non-Church Wedding/Reception Other

Room Requested: 1st choice Alternate choice

SA=Sanctuary, EH=Eaton Hall, CO=Covenant Hall, FEB=Fellowship and Education Building

Please include the room number

Number of People Attending:

Contact Person:

Contact Info: Home Cell Work

E-mail

SET UP REQUEST YES NO

Furniture: (Please use next page for any diagrams)

of: Chairs RoundTables 6 ft. Rect. Tables 12 ft. Rect. Tables

Music Stand Piano Podium(stand on) Lectern(stand behind)

Audio Visual Equipment:

TV/DVD LCD Projector Screen Microphones # Overhead Projector

Dry Erase Board

Beverages:

Regular Coffee # of cups: Decaf Coffee # of cups: Water/Ice # of cups:

Iced Tea # of cups: Lemonade # of cups:

This request will *only* put your event on our ServiceU calendar. If you would like your event listed in our publications or website, please go to www.covenant.org/Submit Please contact publications@covenant.org or call 334-3009 with any questions.

CHILDCARE REQUEST

Requests for Childcare can ONLY be made by completing the Childcare Reservation form and by signing the childcare policies. This completed form MUST be returned in order for Childcare to be scheduled.

KITCHEN REQUEST YES NO

EVENTS MUST BE CLEARED ON THE CHURCH CALENDAR. It is **your responsibility** to contact our Chef, Mark Toussaint, to arrange use of the kitchen facilities or request his services 30 days **PRIOR** to the event. He may be reached at 334-3073 or mtoussaint@covenant.org. If event is a potluck dinner, list kitchen equipment and supplies, type/number of drinks, etc. that you will need.

Committee and/or Group Responsibilities Include: Provide food service volunteers as requested by Mark, put up and take down decorations, clean up after the meal, including washing dishes.

Serving Time am pm Full Meal Dessert Only Appetizers Other

Menu:

How much do you want to spend per person? \$

How many people will attend?

***Note: lunch and dinner minimum is \$6 per person*

Accounting Code for Meal Revenue: - -

Accounting Code for Meal Expenses:: - -

*Please Note – when meal fees are collected, they should be placed in an envelope and brought to the accounting office for safekeeping and recording. Please include Accounting Code for Meal Revenue on the outside of the envelope.

TRANSPORTATION REQUEST:

Brown Chevrolet Suburban Trailer 23 Passenger Bus

All drivers must be on our Approved Drivers List. You must have a CDL in order to drive the bus.

Use space below for any diagrams or explanations of room setup.