

# Facilities Request Form (On-site events only)

*Use separate form for Student Center or off site events.*

If you would like your event publicized to the church community, please also fill out the "Communication Request Form".

Date Received \_\_\_\_\_  
Date Approved \_\_\_\_\_  
Date Changed \_\_\_\_\_  
Change Approved \_\_\_\_\_

**EVENT NAME** \_\_\_\_\_

**MINISTRY AREA** (All church, Outside group, Personal, etc.) \_\_\_\_\_

**DAY(S) & DATE(S)** \_\_\_\_\_

Set up time: \_\_\_\_\_ Event time: \_\_\_\_\_ to \_\_\_\_\_ Est. clean up time: \_\_\_\_\_

**ESTIMATED NUMBER ATTENDING** \_\_\_\_\_

Is there a cost to attend this event? Yes No How much? \_\_\_\_\_

**NAME** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**HOME PHONE** \_\_\_\_\_ **OTHER PHONE** \_\_\_\_\_

**LOCATION OF EVENT:** Please mark **ALL** rooms/areas requested.

## ADULT CLASSROOMS

Portland  
Pacific  
Columbia  
Deschutes  
Clackamas  
Willamette

## OTHER

Auditorium  
Lobby  
Kitchen  
Coffee Corner (Trained barista required)  
Conference Room

## GROUNDS/OUTSIDE

Front Lawn  
Bowl  
Disc Golf Course

## CHILDREN'S ROOMS

### Upstairs

Mt. Scott  
Mt. Tabor  
Mt. Bachelor  
Mt. Jefferson  
Mt. Adams  
Mt. St. Helens  
Mt. Hood

### Downstairs

Indoor Playground  
Room A  
Room B  
Room C  
Room D-Nursery

**Please use other forms for off-site or Student Center events.**

Notes/additional info:

All fundraisers must be pre-approved by the elders. Please allow extra time for this process.

Will there be fundraising at or for this event? Yes No

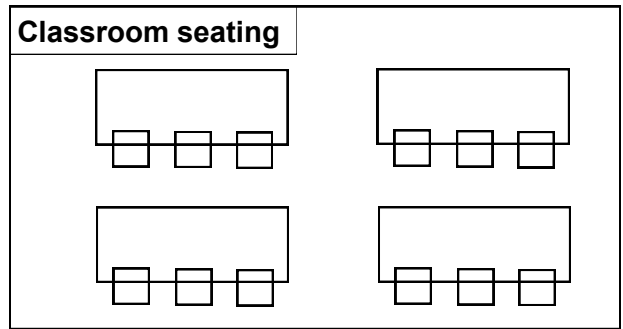
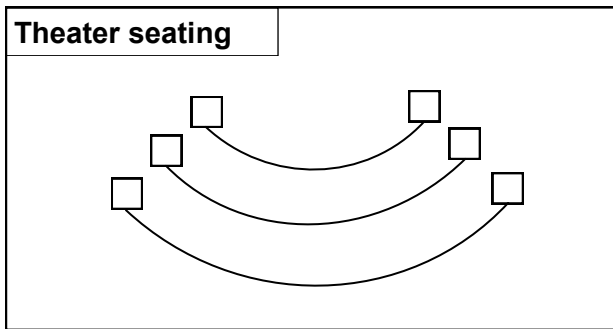
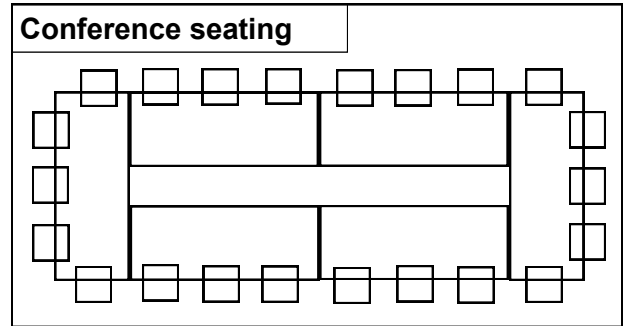
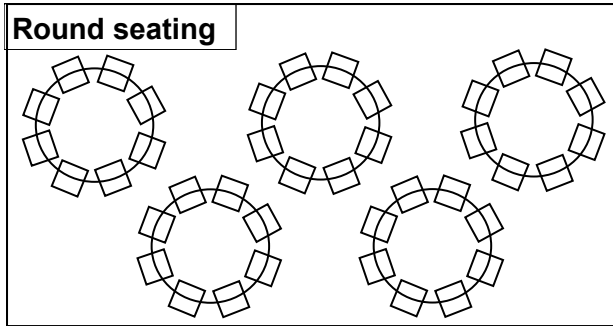
If so, have you filled out a Project Request Form? Yes No



## SETUP INFORMATION

Please choose your set-up style and indicate the number of tables, chairs, etc. needed. We will try to have rooms set up, but due to short hours for the facility staff, it's not always possible. **When your event concludes, please return the room to the way you found it.** Also, if there is no setup information, your room cannot be set up. Thanks for your understanding.

Setup choice \_\_\_\_\_



### EQUIPMENT NEEDED

#### Auditorium Specific:

- DVD player or computer
- Large-screen projectors
- Stage lighting
- Sound system (Must use trained tech.)
- Cost is \$30/hr.)

#### Classrooms:

- DVD player
- Flat screen TV
- Screen
- White board and pens

#### Lobby:

- Registration table
- Coffee Corner (Must use trained barista.)
- Please check for availability.)

#### Student Center—Please use Student Center request form.

#### How many of each needed:

\_\_\_\_ Table(s) in lobby  
 \_\_\_\_ Chairs

Rectangular tables	
Size	Quantity
4'	
8'	

Round tables	
Size	Quantity
5' (seats 8)	
6' (seats 10)	

You are responsible for any decorations and refreshments.

**SECURITY:** Please secure all entrance doors after event has begun. When your event is concluded, please turn off lights and secure doors and windows.

Name of person responsible for security: \_\_\_\_\_