



Facilities Request Form (Main Building Only)

Other forms are used for Student Center and off-site events.

If you would like your event publicized to the church community, please also fill out a 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
- Espresso Bar (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 and Student Center events.

Notes/additional info:

Large dotted box for 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

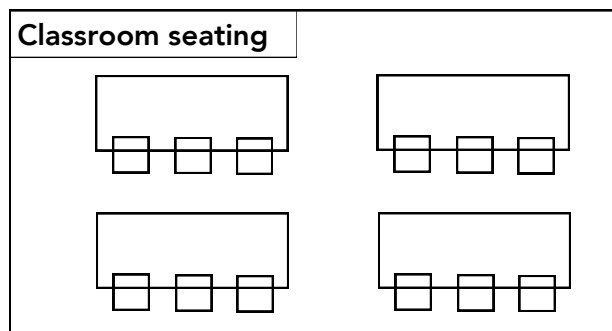
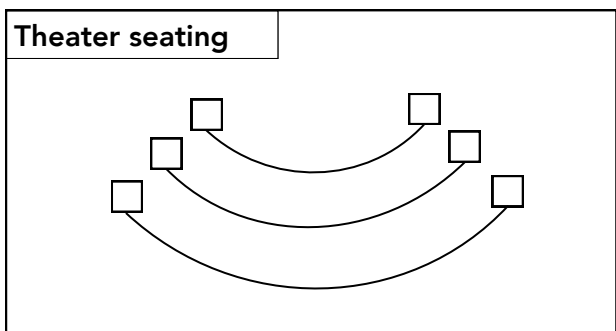
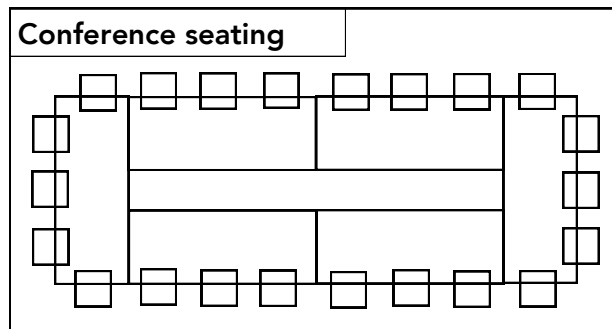
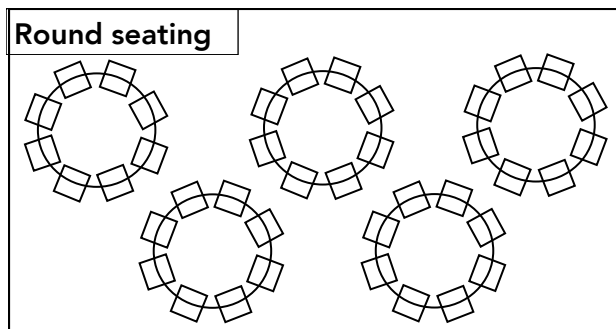
If so, have you filled out a Project Request Form? Yes No



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. Also, if there is no setup information, your room cannot be set up. Thanks for your understanding. **When your event concludes, please return the room to the way you found it.**

Setup choice _____



EQUIPMENT NEEDED

Auditorium Specific:

- DVD player or computer
- Large-screen projectors
- Stage lighting
- Sound system: Sound technician is required. Approval is contingent on a technician being available. (Technicians are paid \$30/hour with a \$75 minimum.)

Classrooms:

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

Lobby:

Registration space (Sundays)

Espresso Bar

(Must use trained barista. Use of this area is contingent on availability.)

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: _____