

Facilities Request Form (Main Building Only)

Date Received _____
Date Approved _____
Date Changed _____
Change Approved _____

Allow a minimum of 2 to 3 weeks for event approval.
Other forms are used for Student Center reservations and off-site events.
If you would like to request your event be publicized to the church community, please also fill out a Communication Request Form.

EVENT NAME _____

MINISTRY AREA (All Church, Outside group, Personal, etc.) _____

DAY(S) & DATE(S) _____

Setup 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 _____

PRIMARY PHONE _____ ALTERNATE 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 (*upstairs*)

GROUND/OUTSIDE

- Front Lawn
- Bowl

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

Notes/additional info:

NEED STUDENT CENTER ALSO? YES (Please fill out Student Center form also.) | NO

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

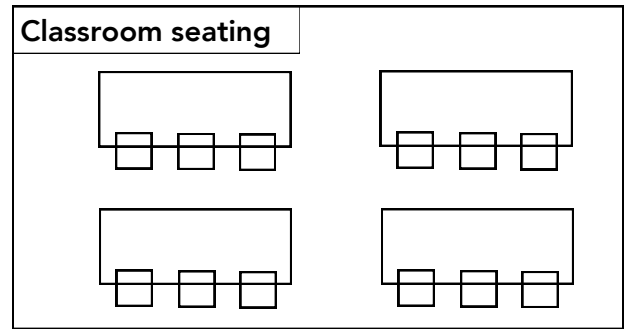
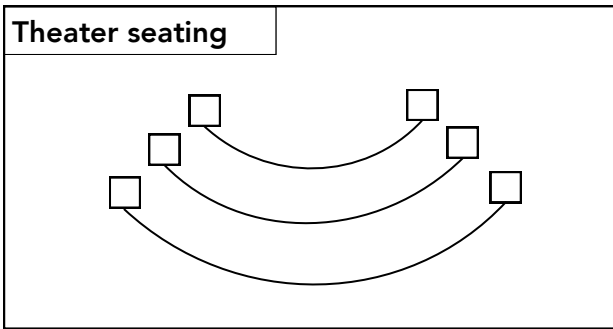
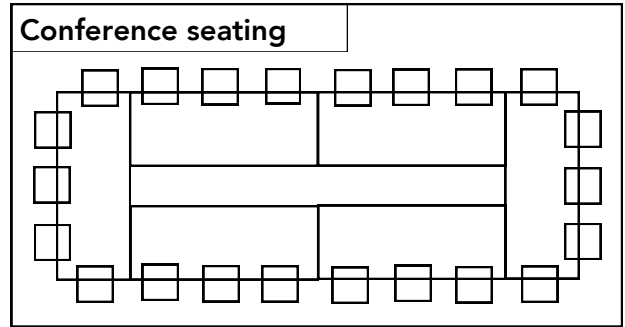
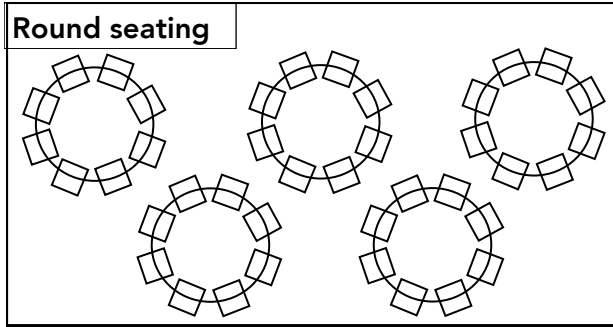
If so, have you filled out a Project Request Form? Yes No



SETUP INFORMATION

Please choose your setup style and indicate the number of tables, chairs, etc. needed. We will try to have the room set up, but due to short hours for the facility staff, it's not always possible. 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 your event has begun. When your event ends, please turn off lights and secure doors and windows. Thank you.

Name of person responsible for security: _____