

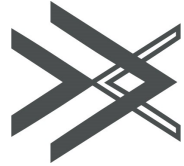
Student Center Request

Other forms are used for main building and off-site events.

*This form is for Student Center events only.
We appreciate knowing of events as far in advance as possible.*

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

2374 SW Vermont St
Portland, OR 97219
Phone: 503.452.9375
FAX: 503.452.0287



Date Received _____

Date Approved _____

Date Changed _____

Change Approved _____

EVENT NAME _____

MINISTRY AREA (Youth, Outside group, etc.) _____

DAY(S) & DATE(S) _____

Set up time: _____ Event time: _____ to _____ Est. cleanup time: _____

Is there a cost for this event? Yes No How much? _____

ESTIMATED ATTENDANCE _____

NAME _____

E-MAIL _____

ADDRESS _____ CITY _____ ZIP _____

HOME PHONE _____ OTHER PHONE _____

GROUPS/OUTSIDE

Bowl

Disc Golf Course

Front Lawn

NEED ROOMS IN MAIN

BUILDING ALSO:

Yes

No

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

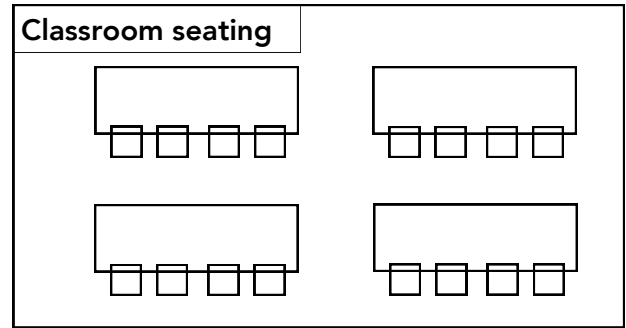
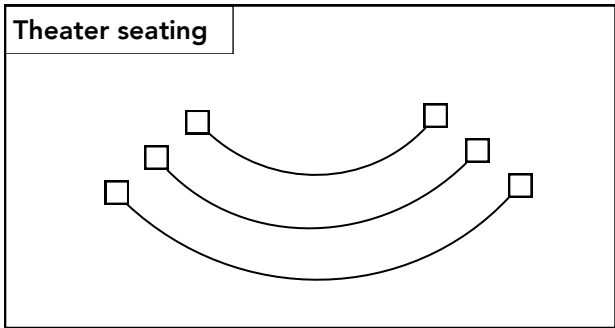
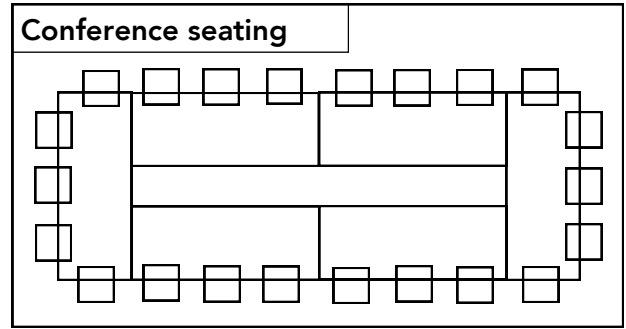
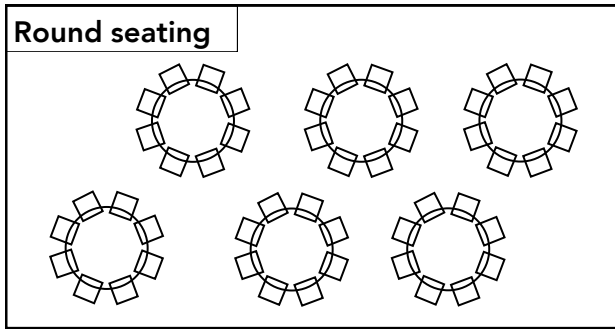
If so, have you filled out a Project Request Form? Yes No



SETUP INFORMATION

Please choose your set-up style and indicate the number of tables, chairs, etc. needed. We will try to have room 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 _____



STUDENT CENTER EQUIPMENT/AREAS NEEDED:

Sound Booth:

Sound system: Sound technician or training is required. Approval is contingent on this requirement being met.

Projector

Kitchen: Clean up after your event please.

Stage: Please replace anything moved.

Small rooms

Game systems: (air hockey, ping pong, etc.)

SET UP INFORMATION:

_____ Chairs needed

Rectangular tables		Round tables	
Size	Quantity	Size	Quantity
4'		5' (seats 8)	
8'		6' (seats 10)	

Please include any additional information or requests in "Notes" section on the previous page.

You are responsible for any decorations and refreshments.

SECURITY: When event is concluded, turn off lights and secure doors and windows.

Name of person responsible for security: _____