

# Student Center Request

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

**Please allow a minimum of 2 to 3 weeks for room approval.**  
***Other forms are used for main building 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 (Youth, Outside group, etc.) \_\_\_\_\_

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

Setup 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 \_\_\_\_\_

PRIMARY PHONE \_\_\_\_\_ ALTERNATE PHONE \_\_\_\_\_

**GROUNDS/OUTSIDE**

- Bowl
- Front Lawn

**NEED ROOMS IN MAIN  
BUILDING ALSO:**

- Yes (Please fill out  
form for Main Bldg.)
- 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

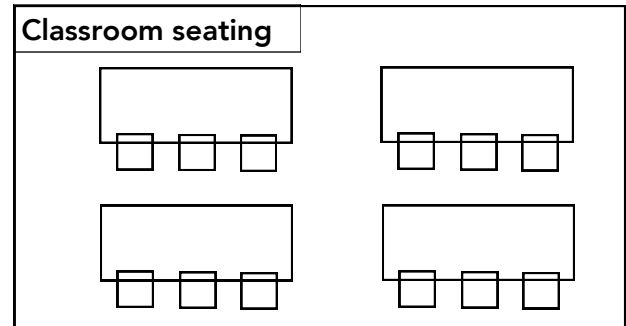
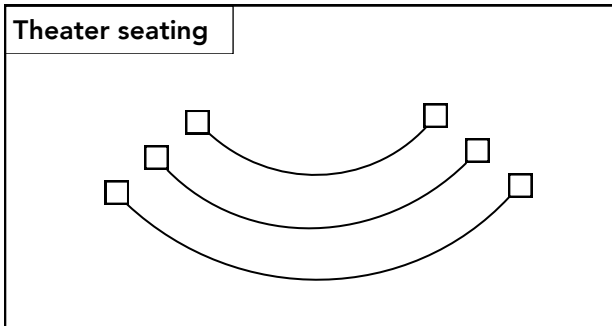
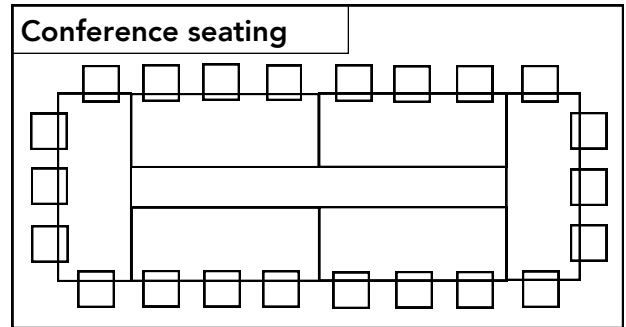
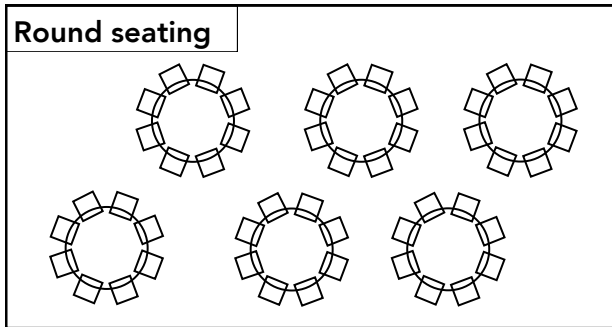
If so, have you filled out a Project Request Form? Yes  No



## SETUP INFORMATION

Please choose your 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 \_\_\_\_\_



**STUDENT CENTER EQUIPMENT/AREAS NEEDED:**

**Sound Booth:**

- Sound system:** Sound technician or training is required. Approval is contingent on this requirement being met. (Technicians are paid \$30/hr.)
- 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 front page.

You are responsible for any decorations and refreshments.

**SECURITY:** Please secure all entrance doors after your event has begun. When your event ends, turn off lights and secure doors and windows. Thank you.

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