

Event & Facility Request Form

Requester Information

Name: _____ Phone: ____-____-____ Due Date: _____

Email Address: _____

Requesting Department:

- Pastoral Administrative Life Groups Students Children Outreach
 Young Adults Other: _____

Event / Request Information

Event Name: _____ Event Date: _____

Event Time: _____ (Note: if this is a **re-occurring event**, you will need to complete this form each time you have the event unless you are a Life Group.)

Brief Description of Event: _____

Please list all volunteers/workers that will be helping you with this event?

1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____

How many people are expected? _____ Is childcare provided: Yes No

Will you need an announcement or promotion of any kind? Yes No

If you answered yes: Please complete a Creative Arts Request Form and attach it to this form.

What areas of the facility will you need? _____

Will you be using multimedia at this event? (example: audio/video technician) Yes No

Will you need any special cleaning for the event? Yes No

Will you be providing catering or food service? Yes No

Office Use Only

Approved: Yes No By: _____ Date: _____

Event Coordinator Contacted By: _____ Date: _____

Specifications/Reasons: _____

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Facility Reservation Rules:

1. Any chairs, tables, or food must be put away and trash thrown away following the event.
2. Doors must be locked upon leaving, all lights turned out and all thermostats set to 55 (winter) or 80 (summer).
3. Consumption of alcohol is prohibited on the D.C. Campus.
4. Any mishap resulting in property damage or injury must be submitted to the administrative pastor immediately. I understand that I am responsible for any damage that is the result of this event.
5. If event is to be announced at the D.C. service, coordinator is responsible for emailing the announcement to announce@dconline.org one week prior to the event.

I, as the person responsible for this event or facility reservation, understand and will comply with these rules.

Signature

Date