

Event Scheduling Form

Please use this form to request use of Calvary's facilities. All requests are subject to staff approval and will not be placed on the church calendar until approved.

Requirements:

- Requests must be made at least 2 weeks prior to the event. Some requests may require elder approval, therefore it is possible it could take up to a month for a decision to be made. Please plan accordingly.
- A church member should complete this form and must be present throughout the entire event, including set-up and clean-up.

Today's date: _____

Name of event: _____

Group requesting event: _____

Is this a church-related activity? Yes No *(If not, custodial & sound fees may be required)*

Church member in charge of event: _____ Phone number: _____

Email: _____

Date(s) of Event _____

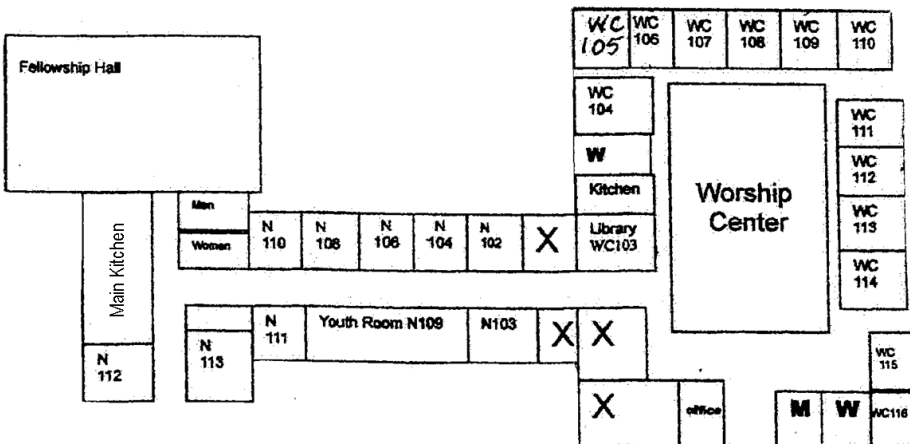
Day (s) of the Week (circle) S M T W Th F S

Beginning Time _____ Ending Time: _____

Room(s) needed *(see bottom of form for map with room numbers)*: _____

Number expected: _____ Sound equipment needed *(charges may apply)*: Yes No

Special instructions for custodian *(charges may apply)*: _____



Office Use Only:

- Staff Approval
- Elder Approval (if needed)
- Entered on main calendar