

# ROOM & CALENDAR DATE RESERVATION (other than weddings)

Group: \_\_\_\_\_ Date Submitted: \_\_\_/\_\_\_/\_\_\_

Event Name: \_\_\_\_\_ Start Date: \_\_\_/\_\_\_/\_\_\_ Event Start Time: \_\_\_\_\_

End Date: \_\_\_/\_\_\_/\_\_\_ End Time: \_\_\_\_\_

" Offsite Event Setup Time: \_\_\_\_\_ hrs Cleanup Time: \_\_\_\_\_ hrs

How many rooms required for event? \_\_\_\_\_

(We will attempt to reserve requested rooms, alternative rooms may be substituted do to reservation conflicts.)

<input type="checkbox"/> Family Ministry Center (FMC)	<input type="checkbox"/> Music Room	<input type="checkbox"/> Amphitheater
<input type="checkbox"/> Chapel	<input type="checkbox"/> Nursery (0-18mo)	<input type="checkbox"/> Bldg #1 Fellowship Ctr
<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Toddler Nursery (rm2)	<input type="checkbox"/> Bldg #1 Kitchen
<input type="checkbox"/> Main Kitchen	<input type="checkbox"/> Rm #1,3,5 (preschool)	<input type="checkbox"/> Bldg #1-b (Front Classroom)
<input type="checkbox"/> Conference Room	<input type="checkbox"/> Room #9	<input type="checkbox"/> Bldg #2 Elementary
<input type="checkbox"/> Hospitality House	<input type="checkbox"/> Room #201	<input type="checkbox"/> Bldg #3 Jr High Bldg
<input type="checkbox"/> God's Garage	<input type="checkbox"/> Room #204	<input type="checkbox"/> Bldg #4 Elementary

Request Equipment (you are responsible for your own set-up and returning equipment to its proper place)

Chairs:  Folding  Non-Folding

Sound System:  Bldg 1(Sound/Video)  FMC  Portable Alesis  Port. Fender  Chapel Sound

Tables:  6ft Formica  6ft White  8ft White  8ft Formica  5ft Round (15)

Other:  BBQ Grills (3)  Overhd Proj.  TV/VCR  TV/DVD  Volleyball Net

Ministry: \_\_\_\_\_ Event Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

General Info: (Will be used for the Website) \_\_\_\_\_

Web Site Options: Does this event require registration? " Yes " No Register Online? " Yes " No

" Publish on Web Site " List on Top 5 Events " Show remaining available slots/tickets

" Fees Price: \_\_\_\_\_ Quantity Available: \_\_\_\_\_ Min. per Order: \_\_\_\_\_ Max. per Order: \_\_\_\_\_

Description of Fee \_\_\_\_\_

Discount Available? \_\_\_\_\_ Describe \_\_\_\_\_

## Clean up Guidelines:

When Using the Church Facilities, Please Clean & Pick up Afterwards.

A. Sweep or Vacuum (Vacuum Hoses Located in the Hall Closet).

B. Wash, Dry & Put Away Any Dishes Used. **Take Home Leftover Food, Don't Leave in the Refrigerator for Someone Else to Use.**

C. Rearrange Furniture to the Way You Found It. (FMC Floor Layout Is Located Inside Storage Room Door).

D. Turn Heat down & Turn Lights Off. (FMC Heat & Air Will Go off Automatically)

E. Lock Church Doors!

F. Please Leave the Parking Lot & Grounds in the Same Condition as You Found Them.

I Understand I Am Responsible for Setup and Cleanup of the Rooms I Use.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
Date

Office Use Only:

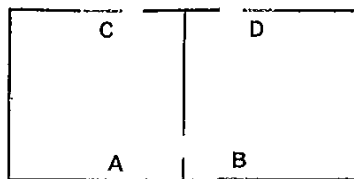
Elder Board \_\_\_/\_\_\_/\_\_\_ Approved, \_\_\_/\_\_\_/\_\_\_ Not Approved

Calendar,  Website,  Janitorial,  Sound

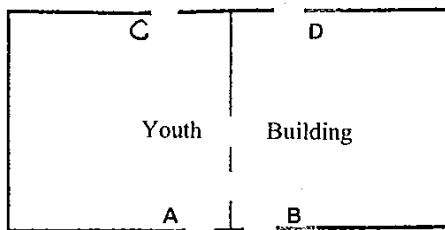
East

Site of  
Future Ball Fields

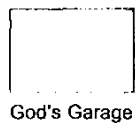
Amphitheater



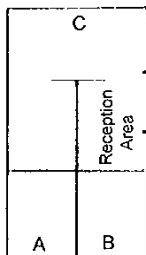
Building 4



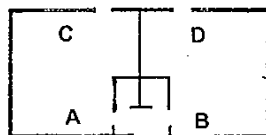
Building 3



God's Garage



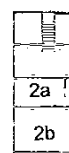
Hospitality House



Building 2



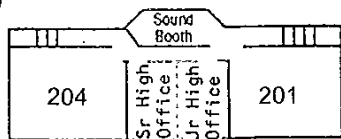
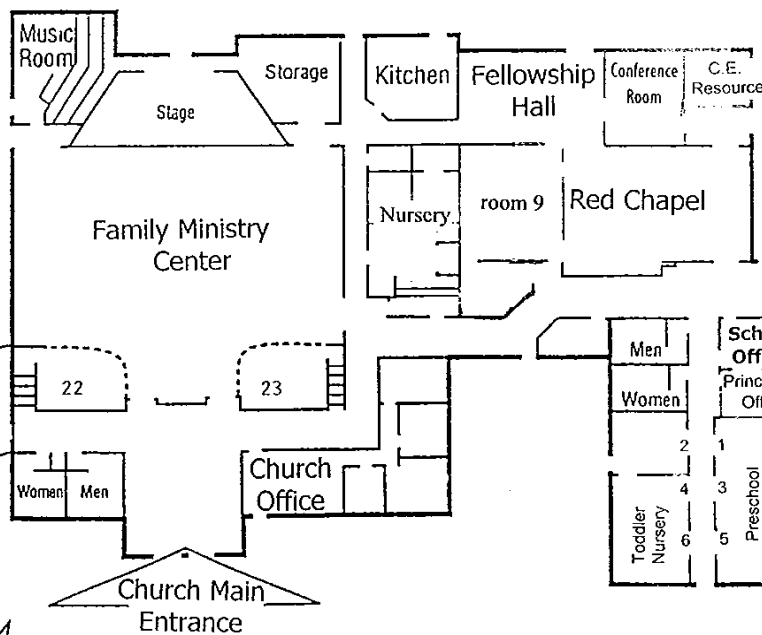
Building 1  
Fellowship Center



Second Floor

North

South



Second Floor Classrooms

Faith Evangelical Free Church  
 2290 E. Ellendale Avenue  
 Dallas, Oregon 97338  
 (503) 623-8034

West