

## Event Request / Room Reservation Form

Date: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

This Room is being requested for: ☐ Meeting Space ☐ Special Event / Service

Event Title: \_\_\_\_\_ Event Date: \_\_\_\_\_

Set up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Clean-up End Time: \_\_\_\_\_

Event Description: \_\_\_\_\_

Host Department: \_\_\_\_\_

**Facilities Needed:** ☐ Sanctuary ☐ Chapel ☐ Fellowship Hall ☐ Kitchen

☐ Choir room ☐ Multipurpose Room ☐ Education Wing Classroom # \_\_\_\_\_

☐ FLC-Gymnasium ☐ FLC-Practice Hall ☐ FLC- Lobby ☐ FLC- Conference Room

☐ FLC-Classrooms ☐ Parking Lot(s) \_\_\_\_\_ ☐ Clubhouse

☐ Other: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

**Number of Tables Requested:** \_\_\_\_\_ **Number of Chairs Requested:** \_\_\_\_\_

(Please indicate requested set-up on second page of this form)

**Services Needed:** ☐ PA System ☐ Audio Recording ☐ Video Recording

☐ Projection ☐ Special Lighting ☐ Soundtracks

Please communicate any special instructions or other AV needs: \_\_\_\_\_

*Your reservation is confirmed only after you have received an approved, signed copy. Any changes to your room reservation should be made at least 2 business days (Monday - Friday, 9:00 am - 4 pm) prior to your event. If you cancel your event, please notify the Communications Office.*

- Office Use Only -

### APPROVAL & CONCURRENCE

HOST DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

FACILITIES: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMUNICATIONS: \_\_\_\_\_ DATE: \_\_\_\_\_

If FLC is being requested has Director been notified: ☐ Yes ☐ No

## Table & Chairs Setup:

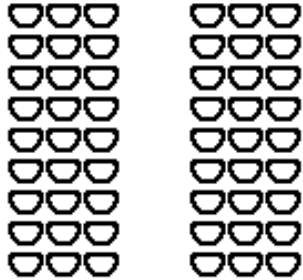
### Space Setup:

*(Please indicate requested set-up on this form. In order to accommodate as many requests as possible, selected style may not be available in all rooms.)*

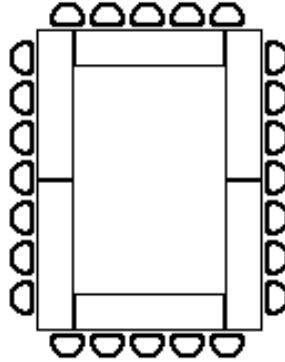
**Speical Set-up Instructions:** \_\_\_\_\_



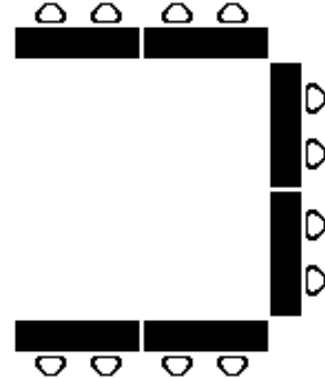
Auditorium (Chairs Only)



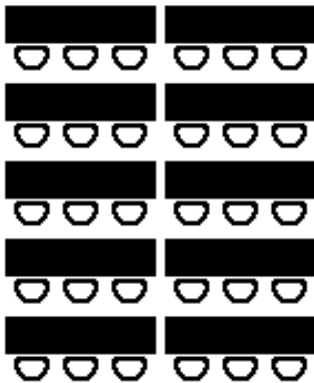
Hollow Square Conference



U-Shape Conference



Classroom (table/chairs on one side)



Existing (Use Room "as is").



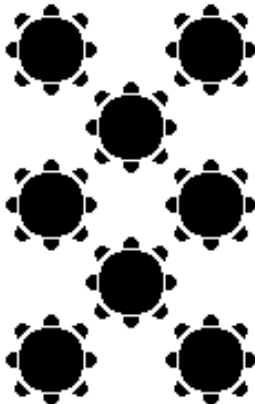
Empty (no chairs or tables in the room)



Other (draw your setup in box below or attach copy to your request)



Banquet/Rounds (8 chairs per table)



Please use this space below to describe your set up needs if you chose "Other" as a set up option:

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