

EAST SIDE ACTIVITIES/EVENTS REQUEST FORM

(No event or activity can be scheduled and placed on the Church calendar unless it is approved by the Senior or Associate Pastor)

EVENT OR ACTIVITY _____

Building or Rooms Needed _____

Person Making Request _____ Date _____

Ministry/Committee/Organization _____

Date of Event/Activity (include set up and take down) _____

Event/Activity Start Time _____ End Time _____

Arrival Time _____ Closing time _____ Projected Attendance _____

Clean up Provisions _____
(Garbage with food cannot be left in building overnight; must be carried to dumpster)

Specific Needs from the Church:

Number of Table & Chairs Needed _____
(Custodial check here if available _____)

*Custodian is not responsible for setup or take down unless prior arrangements are made.

Sound Equipment or Projector _____
(Media check here if available _____)

Kitchen or Kitchen Items _____
(Check here if available _____)

Childcare – Number & Ages _____
(Children’s Dir. Check here if available _____)

Access to building – Needs a key _____ Already has a key _____
(Check here if available _____)

Other Needs _____

Approved by _____ Date _____

Comments _____

****Please Cancel the above event/activity _____ Date _____**