

# Chets Creek Church Calendar Request Form

**Date Submitted:**

**Event Title:**

**Proposed Date:**

**Proposed Time:**

**By Whom:**

**Contact Person:**

**Daytime Phone Number:**

**Contact Person's Email:**

**Location (Circle all that apply)**

Worship Center (Holds 500 downstairs, 280 upstairs)

Green Room (Holds 15)

Atrium (Holds 350)

Downstairs Adult Room (Holds 15) Room # \_\_\_\_\_

Downstairs PS Classrooms (Holds) Room # \_\_\_\_\_

Off Campus \_\_\_\_\_ Outside \_\_\_\_\_

Upstairs FUEL Station (Holds 50)

Upstairs KidWorship (Holds 120)

Upstairs Adult Classrooms (Holds 21) Room # \_\_\_\_\_

Downstairs CH Room 149 (Holds 60)

Third Floor (Holds 100)

Parking Lot \_\_\_\_\_

**Number of Participants:** \_\_\_\_\_

**Room Arrangement (Attached):** YES NO

**Communication Form (provided page 2)** YES NO

**Publicity:** Must be in two weeks prior to event, artwork provided. Ministry responsible to provide volunteers. Dates to be publicized  
From \_\_\_\_\_ To \_\_\_\_\_.

Information Stand in atrium \_\_\_\_\_  
LifeGroup \_\_\_\_\_ Poster \_\_\_\_\_

Email \_\_\_\_\_  
Postcard \_\_\_\_\_

Announcements \_\_\_\_\_  
Letter \_\_\_\_\_

Newsletter \_\_\_\_\_

**Custodial Services:** Will you need custodial services? YES NO  
Cost may be involved depending on time of event.

**Kitchen Services (Contact Karissa Romine):** Will you need access to the kitchen? YES NO

Kitchen items needed: \_\_\_\_\_

**Cost: Is there a cost involved?** Amount charged \_\_\_\_\_ Budgeted event YES NO

**Childcare Needed (Contact Beth Chin)**

Preschool children? YES NO

Grade school children? YES NO

Cost may be involved depending on time of event.

**Sound Equipment (Contact Eddy Foye):** Will you need to use sound equipment? YES NO

If yes, what type of sound equipment will you need? \_\_\_\_\_

**Building Security:**

Will you need a person to open and close the building outside of normal church office or activity hours (Monday – Thursday: 8:30-4:30;  
Friday: 8:30-12:30; Sunday: 8:00-12:30; Wednesday: 5:30-8:30) YES NO

\*The contact person listed for the event is responsible for ensuring that the room is picked up and left set up as found, unless other arrangements have been made through the church office.

\*Date is not solidified until approved by the appropriate staff members. Once approved through the church office, the contact person listed for the event will be notified.

\*Please remember to attach your room arrangement needs and the communication form, if needed.

**Staff Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

