

Event Scheduling Form

Date submitted _____

To reserve a room, call the calendar coordinator, Sharon Frazier, at the church office, 831-3770, one month prior to use, or submit this form to Sharon. Forms are kept at Sharon's cubicle and in the Production Office (the room in the office complex where the copier is) in a file pocket on the wall. Reservations will not be confirmed until this form is filled out and returned to Sharon. Give diagram of desired room set-up on back of form.

Room(s) requested _____ Event/Meeting/Activity _____

Ministry _____ Event name _____
Date(s) requested: Set up date (if other than day of event) _____ Set up time _____ Exit bldg. time _____
Event Date(s) _____ Set-up time _____ Start time _____ End time _____ Exit bldg. time _____

• If this is a weekly or ongoing event, please list dates you **will not be meeting**: _____

Short description for information on the web calendar, including cost if any: _____

Contact person _____ Contact person's phone # _____

Cell # _____ Church mailbox # _____ E-mail address _____

Do you want name(s) and phone number(s) shown on the web calendar? ____ Yes ____ No

Number of people attending _____ (all children must be in the event, with parents, or in childcare—no exceptions. We consider anyone under the age of 17 children.)

Are you or is someone in your group trained to unlock and lock the building and set the alarm as well as unlock and lock rooms you will be using? ____ Yes ____ No

- If yes, name of person _____ Phone _____
- If **No**, contact the church office to be trained to do so, as the building is locked and the alarm set at 4:00-4:30 on weekdays and most of the weekend.

Person responsible for clean-up _____ Phone number _____

- Please read clean up items below before signing. Vacuum cleaners: in closet in room 4, MPR storage closet, room in back of Kari's office and furnace closet 6 in Nursery hallway; Cleaning supplies in furnace closet 6 in the Nursery hallway and trash bags are located in the volunteer cabinet in room in back of Kari's office and the cabinet behind the door in the kitchen.

Clean Up Items:

Sign _____

Tables washed	Floor vacuumed	Trash taken to dumpster
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Will any of the following be needed? If so, check and contact the person listed:

- **If using rooms 8 A or B OR 9 A or B** – do you need dividers opened _____ or closed _____? Contact Brian Smith, bsmith@faithchurch.net
- **Kitchen:** ____ Anyone using the kitchen must be trained. Contact Karen Hitchcock, 722-3733, or ldhitch@hotmail.com.
- **Communications:** Bulletin/Flyer/PowerPoint/Newspaper/Radio/Website etc. ____ Get **Event Communication Form** from Sharon Frazier
- **Technical needs:** Contact Ryan Yoxthimer, ryoxthimer@faithchurch.net, at least 4 weeks prior to your event. Please see the Technical Ministry Procedure document for details about deadlines and system use.
 - **Microphones (Sanctuary and M.P. Room only)** ____
 - **Transparency projector** ____
 - **TV/VCR/DVD** ____
 - **Computer projection: (choose one)** bringing own computer ____ ; need portable computer ____
- **Childcare** ____ Contact Mary Lee Griffith, 831-3770, ext. 122, or mgriffith@faithchurch.net
- **Worship leader or music** ____ Contact Jacob Addison, 831-3770, ext 114, or jaddison@faithchurch.net
- **Coffee** ____ See Coffee Bar Procedures, on back of form. Contact Harvey Pflug, hpflug@faithchurch.net
- ***Tablecloths** ____ To reserve or use, contact Debbie Yoxthimer, 677-0261, or Jean Ostermeier, 831-9083.

*Tablecloths are to be cleaned by the user and returned to the church in a timely manner.

FOR YOUR INFORMATION:

- Rooms **may not be set up** more than **one day** in advance of the event.
- Person(s) requesting rooms are responsible for all actions of those attending the event.
- Person(s) requesting rooms are responsible to be sure that only the rooms requested are used during the event.
- All special needs must be approved by the Facilities Manager.

Church contributions to help defray the cost of utilities would be greatly appreciated, but are not required.

cc: JA RY SB MLG KH

12.21.11



Please give a detailed drawing of your room set-up below.

Coffee Bar Procedures/Special Events

The coffee machine located in the main lobby should be used for large events or gatherings. If your event will be held in the Life Center area, you will need to use the air-pots located under the sink in the main coffee bar. To fill the air-pots, you will need to use a pitcher or funnel (also under the sink) to dispense the coffee into the air-pot.

We use a liquid concentrate coffee, which means there is coffee ready to be served 24/7. This type of coffee is more expensive, so please let Sue Berger know if you are going to be using it for a major event so that your ministry can be charged.

The coffee machine in the Life Center is "per cup" and is only for Sunday morning, or a person could grab a cup on the way into an event.

Machine Maintenance ('making coffee')

- If light is blinking on the machine, the bottle of coffee is empty.
- Turn the handle in the front of the machine to the left to open the door.
- Remove the empty box and throw it away.
- Additional liquid coffee boxes are kept in the small refrigerator in the main coffee bar.
- Make sure you are replacing with the correct type (regular or decaf).
- Shake the box 10-15 times, tear the perforated part off, pull the plastic spout out until the orange ring is flush with the top of the box.
- Insert the box with spout facing down into the slot.
- Close the door and test to make sure it is working.

Supplies

- All supplies are kept in the cupboards at each coffee bar.
- Paper towels are under the sink.
- Supplies are put away during the week and not to be left on the counter tops except Saturday and Sunday.

Event/Meeting Usage

- Let me know 2 weeks in advance of the scheduled date so that we will have enough coffee and supplies on hand.
- Email me approximate number of cups of coffee used so that your ministry can be charged for the cost.
- Four 24-cup air-pots are kept under the sink of the main coffee bar. Please try to gauge how much coffee will actually be used when filling these up. The coffee is expensive and we don't want to waste it.
- Cups, creamer and sugar can be used but please be sure to return containers. There are carts in the kitchen you can use if needed.
- When finished, please wash the air-pots in hot water and return to cupboard under the sink.
- Replenish creamer, sugar, cups, etc from supplies in cupboards.

Please contact me if you have any questions or need assistance.

Harvey Pflug, hpflug@faithchurch.net
831-3770 – Ext. 105