

# GRACE Calendar Event Request Form

**NAME OF EVENT/CLASS:** \_\_\_\_\_

Contact Person: \_\_\_\_\_ Host Ministry: \_\_\_\_\_

tel: \_\_\_\_\_ email: \_\_\_\_\_

Event Leader/Teacher: \_\_\_\_\_

**DETAILS :**

**START DATE:** \_\_\_\_\_ **END DATE:** \_\_\_\_\_ *(no of meetings)* \_\_\_\_\_

**TIME:** From: \_\_\_\_\_ To: \_\_\_\_\_ **Day of the week:** \_\_\_\_\_

**TIME NEEDED FOR SET UP & CLEAN UP:** \_\_\_\_\_

Expected Number of Participants: \_\_\_\_\_ Cost/Fees: \_\_\_\_\_

**LOCATION:**

Room(s) Requested: \_\_\_\_\_

(Sanctuary, Fellowship Hall, Kitchen, Children's Classroom, Youth Room, Conference Room, Prayer Room, Churchyard)

Person Responsible for Clean Up and Lock Up: \_\_\_\_\_

OR

Off-Site Location (address): \_\_\_\_\_

**EQUIPMENT :**

All furniture, including folding chairs, must be returned to their original location.

Use of electronic equipment is restricted to those who have received proper training from the Sound, Lighting and Powerpoint team. Worship equipment may be moved from the stage and musical instruments played only with the permission of the Worship Team leader.

Equipment Needed: \_\_\_\_\_

(Media (TV, DVD, CD), Powerpoint, Stage Lights, Microphones/Sound Equipment)

**PROMOTION:**

Promotion Needed: \_\_\_\_\_

Church bulletin listing, GRACE On-line Calendar, Display Area/Posters, Sign-up Sheet, Community News Announcement

**CHILDCARE** (At GCC children younger than 10 must be supervised at all times):

How will you be handling childcare? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BRIEF DESCRIPTION** (include contact information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BUILDING USAGE POLICY:**

Please leave the building in the same or better condition than you found it.

Any problem with equipment or damage to building should be reported as soon as possible.

The cleaning service only comes once a week – on Friday afternoon – to clean, take out trash, vacuum and replace the paper products in the bathrooms. All other upkeep is the responsibility of the teams using the building.

**CLEAN UP/LOCK UP CHECK LIST:**

1. Children younger than 10 supervised by adult or older teen.
2. Tables and chairs returned to original locations.
3. Equipment/supplies returned to proper storage, ie. Microphones, CD Players, Garbage Cans, Bibles, Toys, Videos, Office Supplies
4. Diapers and/or food garbage taken to outside cans. New liners put in garbage cans.
5. Floors swept/vacuumed; appliances, counters and tables wiped down; bathroom supplies replenished.
6. Lights turned off (including rest rooms & stage) throughout building.
7. Equipment turned off (including sound board).
8. Exit doors locked.
9. Thermostats returned to energy saving temperature.
10. Key returned.
11. Reported any unsafe/untidy condition found when entering building to James Bellino.
12. Reported any problems with equipment to Janet Kluin, office.

**EVENT/CLASS APPROVED BY:**

- Vincent Rife, and/or                            Overseeing Elder

**DATES & BUILDING USAGE APPROVED BY:**

- Equipping/Calendar Team, and            Janet Kluin/Church Office

**ACCEPTANCE SENT (date):** \_\_\_\_\_