



EVENT FORM

TODAY'S DATE: _____

Event Date(s) _____ Day(s) (circle one): (S, M, T, W, Th, F, S)

Event/Activity: _____

Location for Event: _____ Emergency Ph. # during event: _____

Ministry/ Organization hosting the event: _____

Contact Person: _____ Home/Cell phone _____

E-mail address: _____

Estimated Number Attendance _____ Event Time: _____ to _____

Time to begin Setup: _____ Clean-Up Time: _____

Person(s) responsible for clean-up: _____

Is this a recurring event (i.e. every Tues. from 2/1 to 5/29, 1st & 3rd Friday.)? Yes _____ No _____

If yes, please specify: _____

Exceptions to pattern (holidays) specify calendar dates: _____

What room(s) will you be using? _____

HOW DO YOU WANT THE CHURCH OFFICE TO ADVERTISE THE EVENT?

Newsletter Website Worship Service Power Point Central Scoop Weekly Email

Mail Out—Date: _____ Sunday Bulletin—Dates: _____

Person creating mail-out: _____

EQUIPMENT NEEDED:

TV/DVD Player Video Projector Keyboard Laptop Podium

Roku for WiFi Access Sound System Whiteboard Extra Trash Cans

6 ft. Tables, How Many? _____ Round Tables, How Many? _____

8 ft. Tables, How Many? _____ Chairs, How Many? _____

WILL YOU NEED:

Kitchen? Church Van? Van Driver is: _____

Childcare? For how many: Ages 0-2? _____ Ages 3-5? _____ Ages 6-7? _____ Ages 8-11? _____

KEY CHECKOUT

Date and Time Checked Out: _____

Date and Time Checked In: _____

OTHER INFORMATION:

CHECKLIST FOR RESERVING A ROOM IN THE CHURCH FOR A PARTY

- 1. Please complete an EVENT FORM <http://www.cbcowasso.org/event-form/> and turn it in to Debbie Dalaeli.**
- 2. The staff will contact you with information on securing a key and a code for the alarm if the event is to be held outside of normal office hours.**
- 3. Please stay in the area you have reserved. Do not allow children to run through the building unattended.**
- 4. You may use the playground- adult supervision is required.**
 - A. Please be sure children are using the playground safely.
 - B. Do NOT allow children to play on TOP of the train.
 - C. Please encourage children to avoid muddy areas (and subsequent mud being brought back into the building).
 - D. Please allow only age 3 and younger in the baby playground.
- 5. When the event is over, YOU are responsible for cleanup. We do not have a full-time janitor.**
 - A. Fellowship Hall and kitchen
 1. Wipe down tables. Return tables and chairs to storage unless prior arrangements have been made.
 2. Sweep (and mop if necessary) the floor. The broom and mop are located in the janitor's closet in the hall outside of the office.
 3. Please wash all of your dishes and utensils and return them where you found them.
 4. Do NOT leave leftover drinks/food in the refrigerators – please remove them or throw them away.
 5. Take out the trash to the dumpster on the north end of the building.
 - B. KidCentral
 1. Wipe down tables, return tables and chairs to storage unless prior arrangements have been made.
 2. Sweep (and mop if necessary) the floor. There is a broom in KidCentral, and the mop is located in the janitor's closet down the hall to the left.
 3. Please respect the television, speakers, and gym equipment in the room, and return everything to its place.
 4. Please do NOT let children roam and play in the children's wing. Children must be supervised at all times. We have weekday preschool, Wednesday night groups and Sunday School classes who meet in all of the rooms. We must respect each other's belongings.