

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, 1<sup>st</sup> & 3<sup>rd</sup> 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.