

MEETING REQUEST / EVENT: _____

EMAIL COMPLETED FORM TO: EVENT.PLANNING@GRACEANDPEACE.ORG

Date: _____

Day: _____

Event beginning time: _____

Event close time: _____

Setup time: _____

Clean up time: _____

If this is an ongoing weekly or monthly event then list the dates you will not be meeting: _____

Rehearsal:	
Day: _____	Beginning time: _____
Date: _____	Ending time: _____
Special Notes _____	

Ministry: _____

Attending: _____

Contact person: _____

* Person to open/close bldg: _____

* If entry code is needed, call x205 2 weeks in advance and leave name & last 4 digits of ss#

Location: (check all that apply)

<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Lobby and/or Café	<input type="checkbox"/> Ed wing	Room # _____
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<input type="checkbox"/> Family center	<input type="checkbox"/> Fellowship hall	<input type="checkbox"/> Admin office
<input type="checkbox"/> _____	<input type="checkbox"/> FH kitchen	<input type="checkbox"/> Outside of bldgs: Parking Lot and/or Patio
<input type="checkbox"/> _____	<input type="checkbox"/> Youth center	<input type="checkbox"/> Offsite: Location
Room # _____		

Sound	Training needed? <input type="checkbox"/> Yes <input type="checkbox"/> No Who? _____ Explain usage _____
	Equipment needed? <input type="checkbox"/> Yes <input type="checkbox"/> No What? _____ Explain usage _____

Supplies: (check all that are needed)	
<input type="checkbox"/> Paper products (located in FH coat room/YC kitchen)	<input type="checkbox"/> TV/DVD player
<input type="checkbox"/> Tables / chairs (how many)	<input type="checkbox"/> Close YC wall
<input type="checkbox"/> Round 60"	<input type="checkbox"/> Directional arrows (request dry erase markers)
<input type="checkbox"/> Rectangle 6 ft.	<input type="checkbox"/> Picnic Tables & Umbrellas
<input type="checkbox"/> Café tables (small square wooden on wheels)	
<input type="checkbox"/> YC Kitchen (explain usage): _____	
<input type="checkbox"/> FH Kitchen (explain usage): _____	
<input type="checkbox"/> Refrigerator/Freezer space (explain usage): _____	
<input type="checkbox"/> Other: _____	

Guidelines:

- * Anything brought into the room **MUST** be taken when you leave (**ESP. ALL FOOD ITEMS**).
- * If you move anything in the room for your meeting, the room **MUST** be put back the way you found it (see the room diagram on the wall for placement of desks, chairs & tables).
- * If you cancel a scheduled meeting you must notify the church office 732-349-1550 extension 201.

REGULATIONS FROM THE BOARD OF HEALTH: KEEP ALL FOOD AND DRINK OFF THE FLOOR!

Sign here _____ if you have read and understand these guidelines.

OFFICE USE ONLY		
1. Ck cal for conflicts _____	2. Put event on calendar & attach this form _____	3. Approval by JK _____
4. Copy form in em to EP, EL, Requester _____	5. Sound usage sent to Kami _____	6. Copy to S drive _____
Special Notes _____		