



# East Pointe Church Calendar/Event Request

Please submit 14 days prior to the event date. Please fill out completely, sign and return to office.

## STEP ONE – Event Information \*If requesting for a wedding, please submit a separate form for the rehearsal\*

Date Submitted: \_\_\_\_\_ Request Submitted By: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Type of Event: (ie reception, birthday, meeting, basketball) \_\_\_\_\_

Event Day and Date: \_\_\_\_\_ Is this event recurring? YES NO

Event will start at: \_\_\_\_\_ am or pm (circle one) Event will end at: \_\_\_\_\_ am or pm (circle one)

Frequency of this event (Circle One): One Time Only Daily Weekly Monthly

If this event is recurring, provide last day and date of use: \_\_\_\_\_

How many guests will be accommodated? \_\_\_\_\_

Do you need to do any set up for your event? (Please describe) \_\_\_\_\_

**Room/location Requested (circle all that apply):** KidsPointe Bldg Gym Pavilion Sanctuary Pickle Ball Area

CLASS/ROOM: \_\_\_\_\_

## STEP TWO – **Requires Prior Approval** - Furniture and Equipment (Circle items and indicate quantity needed)

Round Tables \_\_\_\_\_ 6 Ft Tables \_\_\_\_\_ 8 Ft Tables \_\_\_\_\_ Podium \_\_\_\_\_ TV \_\_\_\_\_

Chairs per table \_\_\_\_\_ Chairs Only \_\_\_\_\_ AV/AUDIO/VIDEO \_\_\_\_\_ Mic \_\_\_\_\_ PowerPoint \_\_\_\_\_

Other \_\_\_\_\_

**OFFICE USE:** Set-up approved \_\_\_\_\_ Technical equipment approved \_\_\_\_\_ Usage Fee Charged \_\_\_\_\_

\*Additional charges apply for set up/break down, any cleanup, AV/audio/Tech support and must be approved/paid before event. Charges will vary according to time required.

Costs are approved by East Pointe Church Facility Manager, Media Director or a Pastor.

I hereby agree with the terms of use of facility/room assigned, date, time, furniture/equipment used for my event. I understand that I am responsible for all church property used and will not destroy, break or abuse church property. I understand that this request requires proper approval. I agree that the space reserved will be set back to its original set up, clean the area used (vacuum, wiping surfaces, washing and putting away any church property), remove all trash and properly dispose trash in dumpster. I agree that all charges will be paid prior to use. I agree to bring all the required materials for this event, such as paper plates, cups, cutlery, dishes, and serving utensils. Church supplies must be approved prior to the event. I understand signing this form DOES NOT mean I have approval but will receive approval in writing by email from Admin/Pastoral staff. I understand I will pay for additional services, such as set up, break down, clean up, AV or tech and will be responsible to contact the appropriate people to schedule once approved.

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Signature

Date

**ANY** changes or revisions for this event requires a new Calendar/Event request form to be completed and resubmitted for approval.

APPROVAL

EVENT DATE AND TIME: \_\_\_\_\_ EVENT SPACE: \_\_\_\_\_

FACILITY NEEDS APPROVED BY: \_\_\_\_\_ COST: \$ \_\_\_\_\_

SET UP      BREAK DOWN      CLEAN-UP      OTHER: \_\_\_\_\_

AV/SOUND NEEDS APPROVED BY: \_\_\_\_\_ COST: \$ \_\_\_\_\_

NOTES: \_\_\_\_\_

Building: \_\_\_\_\_ Room Name: \_\_\_\_\_

Set Up Date: \_\_\_\_\_ Set Up Time by: \_\_\_\_\_ am pm

**DRAW EXACTLY HOW THIS ROOM NEEDS TO BE SET UP, INCLUDING CHAIRS, SERVING TABLES, TRASH CANS**