

Master Calendar Form & Facility use Request

(check one)

- Facility Use Requested
- Off-Campus Event – No Church Facility Needed.

Location: _____

DATE FORM TURNED IN:

Announcements

Bulletin

Calendar Only

Day & Date of Event _____ Time of Event: From _____ to _____

Set-Up Date _____ Set-Up Time _____ Estimated Attendance _____

Name of Event _____

Contact Person _____

Mailing Address _____

Home Phone () _____ Business Phone () _____

Standing Events Only:

Beginning Date _____ Final Date _____

Exceptions _____

Additional Event Information: (check one)



Church Sponsored



Community Sponsored



Private

Further Description and Purpose of Event (only if not church sponsored);

Room (S) Requested

- | | |
|---|--|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Classroom _____ |
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Sr. High Room | <input type="checkbox"/> Royal Ranger Room |
| <input type="checkbox"/> Adult Ed/KK Room | <input type="checkbox"/> Nursery |

Equipment We Will Use (check all that apply)

(you are responsible for procurement and return of the equipment)

- | | |
|---|----------------------------------|
| <input type="checkbox"/> Tables – Long _____ | <input type="checkbox"/> Podium |
| <input type="checkbox"/> Tables – Round _____ | <input type="checkbox"/> Screens |
| <input type="checkbox"/> Chairs _____ | <input type="checkbox"/> Piano |
| <input type="checkbox"/> Sound System | <input type="checkbox"/> Linens |

Arrangements for nursery care must be approved through the church office (248) 886-1500.

For events not occurring during regular business hours, arrangements must be made for building key checkout. Call the church office (248) 886-1500.

NOTE: You are responsible for your own set-up and take-down.

New Hope Christian Fellowship

6020 Pontiac Lake Rd. – Waterford, MI 48327
(248)886-1500 Fax (248) 886-1501

Office Use Only: \$ _____ Charge for Event _____ Explanation: _____

Date Rec'd _____ Approval: _____ (Calendar Assignment) Placed on Calendar: _____