

Calvary Fellowship Church - Request to Schedule Event
EVENT MUST BE APPROVED BY MINISTRY LEADER
Submit Completed Form to the Administrative Assistant for Your Ministry

As you enter information on the form, please use TAB to move from field to field

Event:

Desired Date(s): From To

One Time Only Event

Regularly Recurring Event (occurs on a patterned schedule):

Days of the Week: Sun Mon Tues Wed Thurs Fri Sat

Weeks of the Month: 1st 2nd 3rd 4th 5th Last

Sporadic Recurring Event (occurs without a pattern): Dates:

Event Start Time: From **Event End Time:** To

Reserve/Setup Time: From **Cleanup Time:** To

Include Holidays (Christmas, Father's Day, etc.)? Yes No

Room Numbers: 01 03 04 05 06 103 104 105 106 110 112
 114 116 118 122 124 200 201 202 203 204 206
 208 210 212 214 216 Comm Café Gym - Café Gym - Kitchen
 Kitchen – Big (*Prior to scheduling the kitchen, you must contact John Keeny at x2142 for approval and a licensed food handler*)
 Kitchen - Little Lobby - West Lobby - Worship Center
 Parking Lot - Back Lower Parking Lot - Back Upper Parking Lot - Front
 Worship Center

Room Arrangement: Auditorium Classroom Dining Empty Informal Theater
(If a diagram is required, attach, fax, or give to your ministry's administrative assistant.)

Number Expected: Kitchen Access? Yes No Sound? Yes No Lighting? Yes No

Number of Chairs: Type/Size: Adult Banquet Child Preschool

Number of Tables: Type/Size: 6' Rect. 8' Rect. Round Child Size - Rect.

Equipment:

Contact: **Email:**

Day Phone: **Ext.** **Night Phone:**

Ministry: ***** **Ministry Leader:** *****

Publicity: Bulletin? Yes No Event information for bulletin:

 Publish to Web Calendar? Yes No Display on Monitors? Yes No

Date Submitted: **Requested By:**

Off Campus Location:

Address:

Phone: **Transportation:**

Please note: Off hour events require a Ministry Leader to be responsible for opening and/or securing the building.

Facility Hours are: Monday through Friday - 7 am to 10 pm
Saturday - 8 am to 10 pm
Sunday - 6 am to 10 pm

CFC Fax Number: 610-524-1195