

# REQUEST TO SCHEDULE EVENT

(Submit this form to the church office)



EVENT: \_\_\_\_\_

ROOM(S) \_\_\_\_\_

2<sup>nd</sup> choice \_\_\_\_\_

EVENT BEGINS: (Day) \_\_\_\_\_ (Date) \_\_\_\_/\_\_\_\_/\_\_\_\_ Start time: \_\_\_\_\_ am / pm

EVENT ENDS: (Day) \_\_\_\_\_ (Date) \_\_\_\_/\_\_\_\_/\_\_\_\_ End time: \_\_\_\_\_ am / pm

Event Leader: \_\_\_\_\_  
(PRINT)

**Member:** Y N

Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Number Expected: \_\_\_\_\_ Will Event Need Kitchen Access? Y N Nursery? Y N

Table # \_\_\_\_\_ Type: \_\_\_\_\_ Chairs \_\_\_\_\_ Sound/Lighting Tech? Y N TV? Y N dvd/vcr

Key Needed: Y N Key # \_\_\_\_\_ Issued To: \_\_\_\_\_

Ministry Council Leader Approval (signed): \_\_\_\_\_

## GENERAL POLICIES:

1. Custodians will have rooms open according to the reservation schedule. Set-up must be submitted no later than 2 days prior to event.
2. All rooms must be cleaned and left in the same condition as before event and must be vacated Monday through Friday, no later than 10:00 PM; on Saturday, rooms must be vacated by 8:00 PM.
3. **NO TACKS, SCOTCH TAPE OR STAPLES ARE ALLOWED to HANG SIGNS OR DECORATIONS ON WALLS.** Please use tacky putty.
4. At no time is anything on the platform or any musical instruments to be moved. Any other equipment moved must have prior written approval from the church office.
5. Users are responsible for any damages of church property incurred during usage of the facilities. Please notify the office of anything broken or in need of repair.
6. The room you requested will be held for you. If you cancel your event, please have the courtesy to call the office and free the room for others that could be waiting. We will refund the fee and cancel the custodians.

\_\_\_\_\_  
Signature of person requesting reservation

\_\_\_\_\_  
Date

Rental fee: \$ \_\_\_\_\_ (Make checks payable to Westgate Chapel)

**DRAW OR EXPLAIN ROOM ARRANGEMENT ON OTHER SIDE**

Office use	
Date rec'd _____	
Call back _____	Calendar _____
Check # _____	Rec'd by _____