

# Joy Christian Center Calendar/Facility Request Form

**To: Admin Box**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Approved: \_\_\_\_\_ Yes \_\_\_\_\_ No **Reservation ID:** \_\_\_\_\_

## Calendar Request *(for off-site calendar items)*

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_ Location: \_\_\_\_\_

## Facility/Calendar Request *(for on-site calendar items)*

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_ Number of people attending: \_\_\_\_\_

Unlock time: \_\_\_\_\_ Lock-up time: \_\_\_\_\_

Person with building key: \_\_\_\_\_ Person with building code: \_\_\_\_\_

Person with closing procedure card: \_\_\_\_\_

**Please check all rooms, items, and support being requested for this event:**

### Rooms:

- Cry Room
- Foyer (display tables, etc.)
- Hospitality Room
- Infants Room
- Kids Connexion Room
- KinderChurch Room
- Kitchen
- Multi-Purpose Room
- Nursery Room
- Sanctuary
- Tots Room
- Merge Room
- Merge Game Room

### Items:

(List number needed if applicable.)

- Chairs \_\_\_\_\_
- Tables \_\_\_\_\_
- TV/VCR/DVD
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

**You are expected to set up items and to return them to the appropriate location when event is finished.**

### Support Staff:

(To request volunteers in the following areas, contact the ministry head listed.)

- Altar Workers:  
Lynette Lozinski
- Children's Ministry Service:  
Pastor Tim
- Greeters:  
Karen Ehlert
- Lighting:  
Gary Sabby
- Projection/Video:  
Bert Moen
- Servants of Joy workers:  
Diane Winczewski
- Sound:  
Matt Skjonsby
- Ushers:  
Dan Matt

Please provide a brief explanation of the event. Include who the event is for:

\_\_\_\_\_  
\_\_\_\_\_