

Joy Christian Center Calendar/Facility Request Form

To: Diane

Name: _____ Date: _____

Department: _____

Calendar Request *(for offsite 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:

- Foyer (display tables, etc.)
- Hospitality Room
- Infants Room
- Kids Connexion Room
- KinderChurch Room
- Kitchen
- Nursery Room
- Projection Room
- Sanctuary
- Shed
- Tots for Jesus Room
- Youth Room

You are expected to clean the room(s) used and take garbage to the outside dumpster.

Items:

(List number needed if applicable.)

- Chairs _____
- Tables _____
- TV/VCR
- 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:
Brian & Diana Wise
- Children's Ministry Service:
Sue Muehlbauer
- Greeters:
Tim & Renee Knoll
- Lighting:
Gary Sabby
- Projection/Video:
Bridget Smith-Coppes
- Servants of Joy workers:
Diane Winczewski
- Sound:
John Smith-Coppes
- Ushers:
Bob Deem

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