

# Joy Christian Center Calendar/Facility Request Form

To: Linda

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

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

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

- Rooms:**
- Conference Room
  - Cry Room
  - Foyer/Fireplace (display tables, etc.)
  - Hospitality/ Bookstore
  - Kids Connexion Room
  - KinderChurch 1 Room
  - KinderChurch 2 Room
  - Kitchen
  - Media Room
  - Merge Room
  - Merge Game Room
  - Multi-Purpose Room
  - Nursery 1 Room
  - Nursery 2 Room
  - Sanctuary

- 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 from the following areas)
- Children's Ministry
  - Connections Team
  - Lighting
  - Projection/Video
  - Servants of Joy
  - Sound

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