

EASLEY CHURCH OF GOD EVENT REQUEST FORM

Event Name _____ Date of event _____

Department _____ Time of event _____

Church Policy:

1. In making your reservation, consider what time will be needed to setup for your event. Time before your event could be reserved for another group.
2. For personal events, you may use the ice machine to provide ice for your needs.
3. Plates, cups, plastic-ware, and other supplies in the pantry are on-hand for sanctioned Church Ministries events only. Honor this policy by bringing your own supplies for personal events.
4. Clean up is required after every event, please follow the check off list provided with this form. Complete the check off form and return to the church office. (Extra copies are in the kitchen)
5. Report any damage that may occur during your event to the church office within 48 hours.
6. The instruments on stage are personal property of others. They are for Youth Church ONLY.
7. Reservations are complete and on church calendar after this form is completed and approved.

Purpose of the Event: _____

Event Needs:

- Sanctuary Time Needed - From _____ To _____
 Sound System Person to operate _____
- Fellowship Hall Time Needed - From _____ To _____
- FLC Time Needed - From _____ To _____
- Supervising Adult (21 yrs old, must be present entire time) _____
 Sound System Person to operate _____
- Rent Table linens: Quantity _____ X \$6.00 each = \$ _____
- Vans – Bus (Sanctioned Church Ministry Event Only) Time Needed _____
- Other _____

Signature of Reservation Requestor
(Signature serves as agreeing to the above church policy)

Date

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(Church Use Only)

Yes No Calendar Clear Comments: _____

Approved By

Date