

ROOM REQUEST FORM

PLEASE READ

By filling out this request in its entirety, you will be enabling your event to be setup correctly and run more smoothly.

THE COMPLETION OF THIS FORM DOES NOT GUARANTEE SPACE AVAILABILITY.

Please use the diagrams for setup requirements for the following rooms: Chapel, Founders, Mayflower, Plymouth and Sanctuary.

REQUESTS MUST BE TURNED IN:

2 weeks before the date for large events (Large Event: 30 or more people)

1 week before the date for regular room usage

3 days notice for all cancellations would be helpful.

CONTACT INFORMATION

Today's Date _____

Event Title _____

Contact _____

Day Phone _____

Staff Liaison _____

E-Mail _____

Sponsored By _____

Event Date _____

PUBLIC OR PRIVATE EVENT

Please indicate if this is a public or private event. If no check is made it will be assumed it is a public event.

This is a public event and can be posted on the web for all to attend, including outside of the GCC Community.

This is a private event and will not be posted on the web for all to attend outside of the GCC Community.

EVENT INFORMATION

EVENT START _____ AM PM

EVENT END _____ AM PM

SET-UP TIME _____ AM PM

CLEAN-UP _____ AM PM

PLEASE CHECK ITEMS FOR SETUP

___ Easel

___ Flip Chart (markers & easel)

___ Overhead Projector

___ LCD Projector (main and lower level only)

___ Screen

___ Lectern

___ Microphone (Mayflower & Plymouth Only)

___ TV/VCR/DVD

BEVERAGES

COFFEE 1 shuttle (30 cups) _____

TEA 1 pot (8 cups) _____

CONTRIBUTION TO COVER BUILDING OPERATING COSTS:

The church's operating costs are about \$100 per hour minimum for most events. As part of your event; are you willing to voluntarily make a donation to help cover our building costs?

If so, please indicate the amount you can contribute and your payment method.

Amount of contribution: \$ _____ Check attached _____ or charge Church Account # _____."

PLEASE CIRCLE REQUESTED DATES

2017

July						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

2017

October						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2018

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2018

April						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

PLEASE CHECK ROOMS AND SETUP

Food & Beverage only allowed in rooms in this box.

- Founders
- Kitchen
- Mayflower
- Plymouth

- Bell Room
- Chapel
- Choir Room
- Cradle/Toddler
- Gym
- Library
- Narthex
- Parlor
- Room 5
- Room 7
- Room 8
- Room 32
- Room 201
- Room 210
- Room 213
- Sanctuary
- Other _____
- West Entrance
- Parking Lot

TABLES - PLEASE LIST THE QUANTITY

- Round - w/8 chairs
- Rectangular - w/10 chairs
- Round - no chairs
- Rectangular - no chairs
- Card - seats 4
- Table Cloths
- Chairs only (quantity)
- Extra Chairs Needed
- Number of Participants

ARRANGEMENT (CIRCLE ONE)

- Circle
- Square
- Lecture
- Other
- U-Shape

FALL WINTER SPRING HOURS:
 Monday - Friday 8:00 am - 9:00 pm
 Saturday 8:00 am - 4:30 pm
 Sunday 8:00 am - 4:30 pm

SUMMER HOURS:
 Open 8:30 am - 12:30 pm
 Summer Hours Begin June 11, 2018
 Summer Hours End August 20, 2018

CHURCH BUILDING CLOSED
 2017 July 4
 2017 Nov. 23, 24
 2017 Dec. 25, 26
 2018 Jan. 1, 15
 2018 April 2
 2018 May 28