

ROH Non-Church Event Request Form

Name of Group: _____

Event: _____

Date(s) of Use: _____
(include rehearsal dates/times if applicable)

Time(s): _____
(from setup to cleaned up & done)

Event Coordinator: _____

Phone: _____ Email: _____

List person(s) responsible for cleanup (room[s] must be restored to their original setup):

Arrangements made for church keys pickup & return _____

No smoking, tobacco products or alcoholic beverages are allowed on the church grounds

Glitter is not allowed anywhere in the church

Requested room(s) to be used:

_____ **Sanctuary**

_____ Use of sound system – will need sound tech (may be a fee)

_____ Use of media system – will need sound tech (may be a fee)

Showing video or slideshow ___Yes ___No

Want event recorded ___Yes ___No

Live music performed ___Yes ___No

Pre-recorded music being used ___Yes ___No

Need podium ___Yes ___No

Need chairs on platform ___Yes ___No How many _____

Need microphones ___Yes ___No

How many _____ What kind (podium/hand held/headset) _____

Cascade section will be closed if space not needed

No food or drink allowed in sanctuary (water bottles are permitted)

Musical instruments will not be moved

May need to vacuum sanctuary/remove trash/check foyer bathrooms/lights off

_____ **Fellowship Hall/Gym**

Normal church setup is 12 round tables & 8 chairs (per table) and 5 kids tables & 21 chairs (this configuration can be changed but must be returned to original setup)
Milk refrigerator can be moved but must be plugged in

Additional tables & chairs are available in storage room off the gym

Church décor use ___Yes ___No

Must make appointment with church staff for décor needs prior to event

Church tablecloth use ___Yes ___No

Color _____ Type _____ # _____

Tablecloths need to be washed by event users & returned and hung up within a week after the event or event users may pay \$5/tablecloth for church to wash

Need playground removed for event ___Yes ___No

If yes, event users may need to put playground back at end of their event

Only kids 6 & under allowed/no food or drink/must be checked & mats pushed back

Please provide your own paper goods (napkins, cups, plates, bowls, silverware)

Cleaning – sweep floor & spot mop if necessary (spills)/remove trash/check bathrooms (toilets flushed & trash removed)/lights off

_____ **Kitchen**

Wash & put away everything used

Don't leave leftover food unless prior approval has been given

Sweep floor/remove trash/check bathrooms (toilets flushed & trash removed)/lights off

_____ **Classrooms**

Tables & chairs can be moved but must be returned to original setup

Vacuum floor, if needed (vacuums in each room) & remove trash/lights off

_____ **Youth Building**

Tables & chairs can be moved but must be returned to original setup

Sweep floor/remove trash/check bathrooms (toilets flushed & trash removed)/lights off

Name of Requester: _____ Date: _____

Approved/Denied: _____ Date: _____

Put on church calendar: _____ Deposit Rec'd: _____