

## ROH Church Event Request Form

Event: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ Time(s): \_\_\_\_\_  
(include rehearsal dates/times if applicable) (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 \_\_\_\_\_

Estimated cost of speakers, if any: \_\_\_\_\_

Estimated cost of supplies church is to provide: \_\_\_\_\_

Will support be needed for setup and/or security? \_\_\_Yes \_\_\_No

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 may need to be washed by event users & returned and hung up within a week after the event

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

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/bathrooms (toilets flushed & trash removed)/lights off

Name of Requester: \_\_\_\_\_ Date: \_\_\_\_\_

Approved/Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Date placed on church calendar: \_\_\_\_\_