

MEETING REQUEST / EVENT: _____

EMAIL COMPLETED FORM TO: EVENT.PLANNING@GRACEANDPEACE.ORG

Date: _____ Day: _____

Event beginning time: _____ Event close time: _____

Setup time: _____ Clean up time: _____

If this is an ongoing weekly or monthly event then list the dates you will not be meeting: _____

Rehearsal:	
Day: _____	Beginning time: _____
Date: _____	Ending time: _____
Special Notes _____	

Ministry: _____ # Attending: _____

Contact person: _____ * Person to open/close bldg: _____

* If entry code is needed, call x205 2 weeks in advance and leave name & last 4 digits of ss#

Location: (check all that apply)

_____ Sanctuary	_____ Lobby and/or Café	_____ Ed wing	Room # _____
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_____ Family center	_____ Fellowship hall	_____ Admin office
	_____ FH kitchen	_____ Outside of bldgs: Parking Lot and/or Patio
	_____ Youth center	_____ Offsite: Location
	Room # _____	

Sound	Training needed? ____ Yes ____ No Who? _____ Explain usage _____
	Equipment needed? ____ Yes ____ No What? _____ Explain usage _____

Supplies: (check all that are needed)	
_____ Paper products (located in FH coat room/YC kitchen)	_____ TV/DVD player
_____ Tables / chairs (how many)	_____ Close YC wall
_____ Round 60"	_____ Directional arrows (request dry erase markers)
_____ Rectangle 6 ft.	_____ Di Picnic Tables & Umbrellas
_____ Café tables (small square wooden on wheels)	
_____ YC Kitchen (explain usage): _____	
_____ FH Kitchen (explain usage): _____	
_____ Refrigerator/Freezer space (explain usage): _____	
_____ Other: _____	

Guidelines:

- * Anything brought into the room **MUST** be taken when you leave (**ESP. ALL FOOD ITEMS**).
- * If you move anything in the room for your meeting, the room **MUST** be put back the way you found it (see the room diagram on the wall for placement of desks, chairs & tables).
- * If you cancel a scheduled meeting you must notify the church office 732-349-1550 extension 201.

REGULATIONS FROM THE BOARD OF HEALTH: KEEP ALL FOOD AND DRINK OFF THE FLOOR!

Sign here _____ if you have read and understand these guidelines.

OFFICE USE ONLY		
1 Check for conflicts	2 Put event on calendar & attach this form	3 Approval by _____

FROM: _____

DATE: _____

BY: _____

JK

4. Copy form in em to EP, EL, Requester _____

5. Sound usage sent to Kami _____

6. Copy to S drive

Special Notes
