

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)

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

Supplies: (check all that are needed)

Paper products (located in FH coat room/YC kitchen) Sound
 Tables / chairs (how many) TV/DVD player
 Round 60" Close YC wall
 Rectangle 6 ft. Directional arrows (request dry erase markers)
 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. Call for conflicts _____	2. Put event on calendar & attach this form _____	3. Approval by JK _____
4. Copy form in em to EP, EL, Requester _____	5. Copy to S drive _____	
Special Notes _____		