

Calendar and Facilities Request

Please read the following before completing the calendar and facilities request form:

Your calendar and facilities request form should be submitted at least two weeks prior to your event/activity date.

All activities are approved by the VRBC staff before they are placed on the official church calendar.

VRBC reserves the right to make room changes prior to your event/activity time and date.

All events/activities that require publicity should have completed calendar and facility request forms at least 3 weeks prior to the event/activity date.

Childcare is arranged through prior reservation only. If you have childcare needs, a staff member will contact you after you have submitted your form.

Today's Date: - mm/dd/yy

Name of Activity or Event:

Activity Date: - mm/dd/yy

Time activity begins:

Important: The time should include the time you need access to the building for set-up etc.

Time activity ends:

Is this a recurring date?

If yes, indicate the day and week of the month this event or activity will occur:

Week of the month:

Day of the week:

Date to begin: - mm/dd/yy

Date to end: - mm/dd/yy

Name of organization or group:

Name of person responsible:

Daytime phone number:

Mobile phone number:

E-mail:

Specify room preferred:

Sound

Do you need sound?

If yes, specify exact needs:

Childcare

Childcare is arranged through prior reservation only. If you have childcare needs, a staff member will contact you after you have submitted your form.

Childcare required? If yes please indicate the number of children

Infants

Toddlers	<input type="text"/>
Two's	<input type="text"/>
Three's	<input type="text"/>
Four's	<input type="text"/>
K through 3rd Grade	<input type="text"/>
4th Grade and up	<input type="text"/>

Room Set-up

Total number of 6ft. tables:

Total number of round tables:

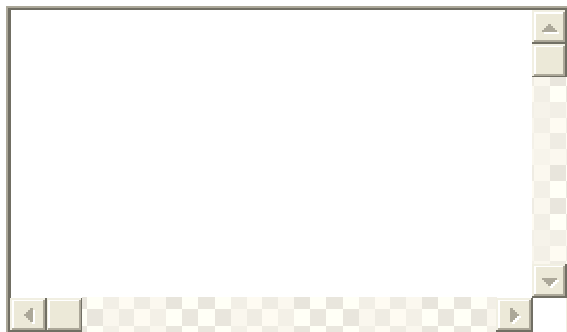
Total number of chairs:

Do you have specific instructions or a particular layout for the room where you will be meeting?

Kitchen needs

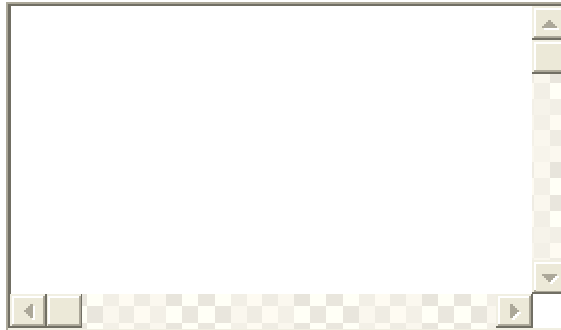
Do you need pantry access (other than paper products)?

Specify:



Will you be using any appliances?

Specify:



Do you need any paper products?

Media

Do you need media?

If yes, what equipment do you need?

- TV
 - VCR/DVD
 - Flip Chart
 - White Board
 - Projector
 - Sanctuary projectors
 - Power Point w/ sound
 - Power Point w/out sound
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