

ROOM/EVENT REQUEST FORM



ABUNDANT LIFE
CHURCH

Request form must be **received** no later than **30 days** from the event date. Contact the church office with any questions at 260-432-0014.

Today's Date: _____ Event Date: _____
(when the event is going to take place)

Event Name: _____

Requestor Name: _____

Email: _____ Phone: _____

Department/Group Name: _____

Time/Duration of Event: _____

**please include the time needed before the event starts for set-up, etc. & after the event ends for clean-up, etc.*

Reoccurring Event/Request: Every _____ Until _____

EVENT DETAILS

Entry Access: *please select which door(s) you will need access to for your event.*

- Door 1 Door 2 Door 3 Door 4 Door 10

Room(s) Requested: *please select which room(s) you will need for your event.*

SMALL/MEDIUM MEETING ROOMS: capacity listed is without tables or other furniture

<input type="radio"/> Room 140 & 141 undivided capacity: 50 divided capacity: 25	<input type="radio"/> Room 142 & 143 undivided capacity: 50 divided capacity: 25	<input type="radio"/> Room 144 & 145 undivided capacity: 50 divided capacity: 25	<input type="radio"/> Uprise Café capacity: 30
<input type="radio"/> Room 251 (upstairs) capacity: 100	<input type="radio"/> Room 157 capacity: 25	<input type="radio"/> Room 146 (unsuitable for tables) capacity: 50	

LARGE MEETING ROOMS: capacity listed is without tables or other furniture

<input type="radio"/> Main Auditorium capacity: 1300	<input type="radio"/> Gymnasium capacity: 700	<input type="radio"/> Multipurpose Auditorium (Room 418) capacity: 200
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COOKING/DINING AREA:

<input type="radio"/> Cafeteria capacity: 40	<input type="radio"/> Kitchen Equipment available: Gas stove, Oven, Microwave, Refrigerator, Small Freezer, Dishwasher
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EVENT DETAILS CONTINUED ON BACK

EVENT DETAILS (cont.)

Equipment/Service Needs:

Please select the equipment or service you are needing. **Some equipment and services can not be guaranteed.

- Audio System & Technician**** **Multi Media System & Technician**** **Cooking Equipment****
- Intelligent Lighting & Technician**** **Small Audio System (no technician needed)** **Nursery****
- Tables: round (5ft): _____ long (6ft): _____ long (8ft): _____** **Chairs: _____** **Trash Bins**
please list the numbers of each type of table needed. Specify number needed.
Round available: 9 Long 6ft available: 8 Long 8ft available: 10 Chairs available: 180

****Please use the "ROOM SET-UP OPTIONS" form attached to designate your desired room layout**

EXPECTATION AND GUIDELINES

- Once your event is scheduled, you will receive confirmation by email and/or by phone.
- You will be able to access the building only through the door(s) you requested and those doors will only be available (unlocked) at the timeframe you specified.
- Clean-up is the responsibility of the requestor. Please make certain the room(s) is left in good/clean condition and furniture is arranged as originally positioned (if applicable).
- Failure to clean-up after your event may result in cancellation or refusal of future event requests, or additional fees. (Additional fees only apply to non-member related events).
- Depending on the size of the event, set-up & tear-down may be the responsibility of the requestor. Requestor will be notified upon review of this completed form.

I have read and agree with the above guidelines: _____
Requestor signature required for processing

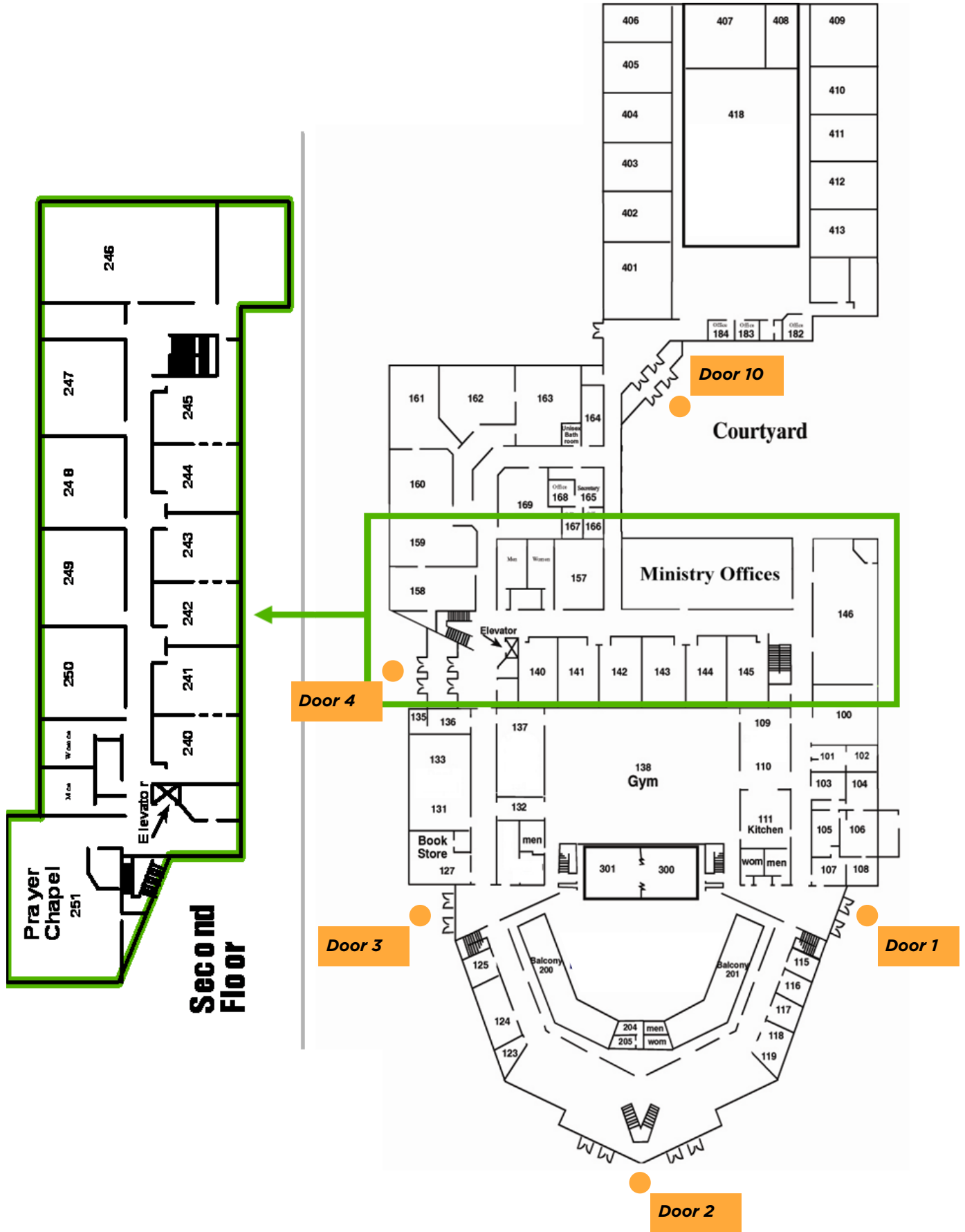
APPROVAL (For office use only.)

Executive Administrator

Date

Received Date: _____
(For office use only)

FACILITY MAP



ROOM SET-UP OPTIONS LISTED ON THE BACK →

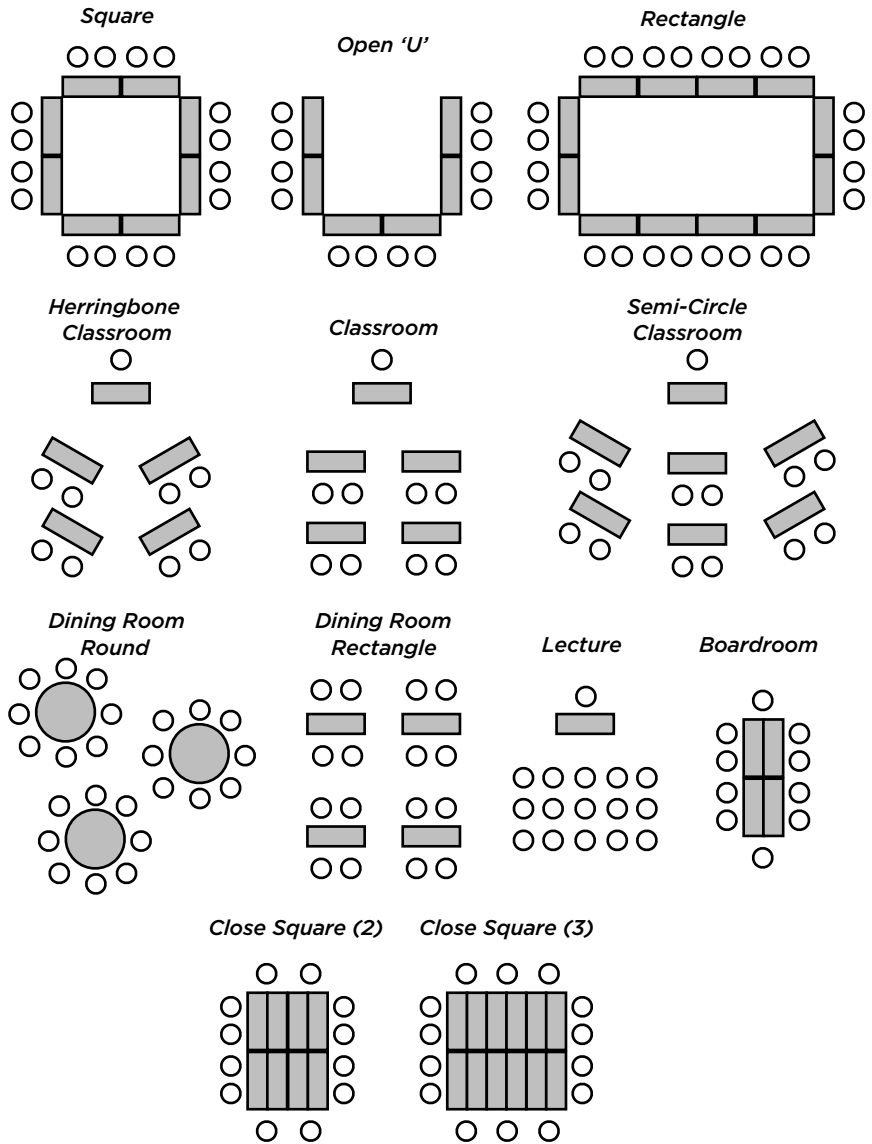
ROOM SET-UP OPTIONS

If your need exceeds our inventory, you will need to rent.

PLEASE CHECK

desired room set-up

- Square
- Open U
- Rectangle
- Herringbone Classroom
- Classroom
- Semi-Circle Classroom
- Dining Room Round
- Dining Room Rectangle
- Lecture
- Boardroom
- Closed Square (2)
- Closed Square (3)



NOTES