

Grace Point Community Church  
(503) 639-3913 Fax (503) 684-1955  
11075 SW Gaarde St., Tigard, OR 97224

Date of Event _____
Date Request Received _____ (Office Use)

Effective 3/05

## ROOM SCHEDULING REQUEST

~FOR CHURCH ACTIVITIES~

*From time to time schedule conflicts may arise.*

*The staff reserves the right to make room changes when necessary.*

EVENT \_\_\_\_\_

Event Date(s) \_\_\_\_\_

Time of Event \_\_\_\_\_ to \_\_\_\_\_ Time Room Is Needed \_\_\_\_\_ to \_\_\_\_\_

Pre-event set up (Decorating, etc.) Day/Time \_\_\_\_\_

Contact Person \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Email: Daytime \_\_\_\_\_ Nighttime \_\_\_\_\_

Room(s) Needed: \_\_\_\_\_ ( MC Great Room) \_\_\_\_\_ (Kitchen) \_\_\_\_\_ (MC Classroom)  
\_\_\_\_\_ (Worship Center) \_\_\_\_\_ (Youth Center) \_\_\_\_\_ (Other)

Child Care desired? \_\_\_\_\_ What age(s) \_\_\_\_\_

Other Rooms Needed or Impacted? (nursery, etc.) \_\_\_\_\_

Group Size: \_\_\_\_\_

- If you would like an article in the bulletin, you must have it in to the office by Tuesday for the next Sunday's bulletin.
- Any other promotion requests must be approved by the staff/church office (ie., fliers for bulletin, website, handouts, breezeway set-up, Power Point, etc.— see attached request form).

### EQUIPMENT REQUESTED:

TV/VCR \_\_\_\_\_

Sound System \_\_\_\_\_

Instruments \_\_\_\_\_

(Needs to be approved, if Worship or Youth Center(s).)

Tables \_\_\_\_\_

Available: 10 rounds (seat 8), 5 ft. rectangle (5), 6 ft. rectangle (6), 8 ft. rectangle (5)

Who will set-up? \_\_\_\_\_

Who will take down? \_\_\_\_\_

<p><b>Please leave rooms and equipment <u>in the condition</u> they are found.</b></p>
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Copies to: Worship \_\_\_\_\_ Sound Tech \_\_\_\_\_ Staff \_\_\_\_\_ Children's Ministry \_\_\_\_\_ Youth \_\_\_\_\_