



503.639.3913 | www.GracePointFamily.com

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Today's Date _____

EVENT SCHEDULING

We will make every effort to accommodate your request
Please submit to your area ministry leader or Church Office Administrator

EVENT NAME _____

Event Date(s): _____ Time of Event: _____ to _____

Group Size: _____

Pre-event set up (Decorating, etc.) Date(s): _____ Time: _____ to _____

Contact Person: _____ Best Phone: _____ or _____

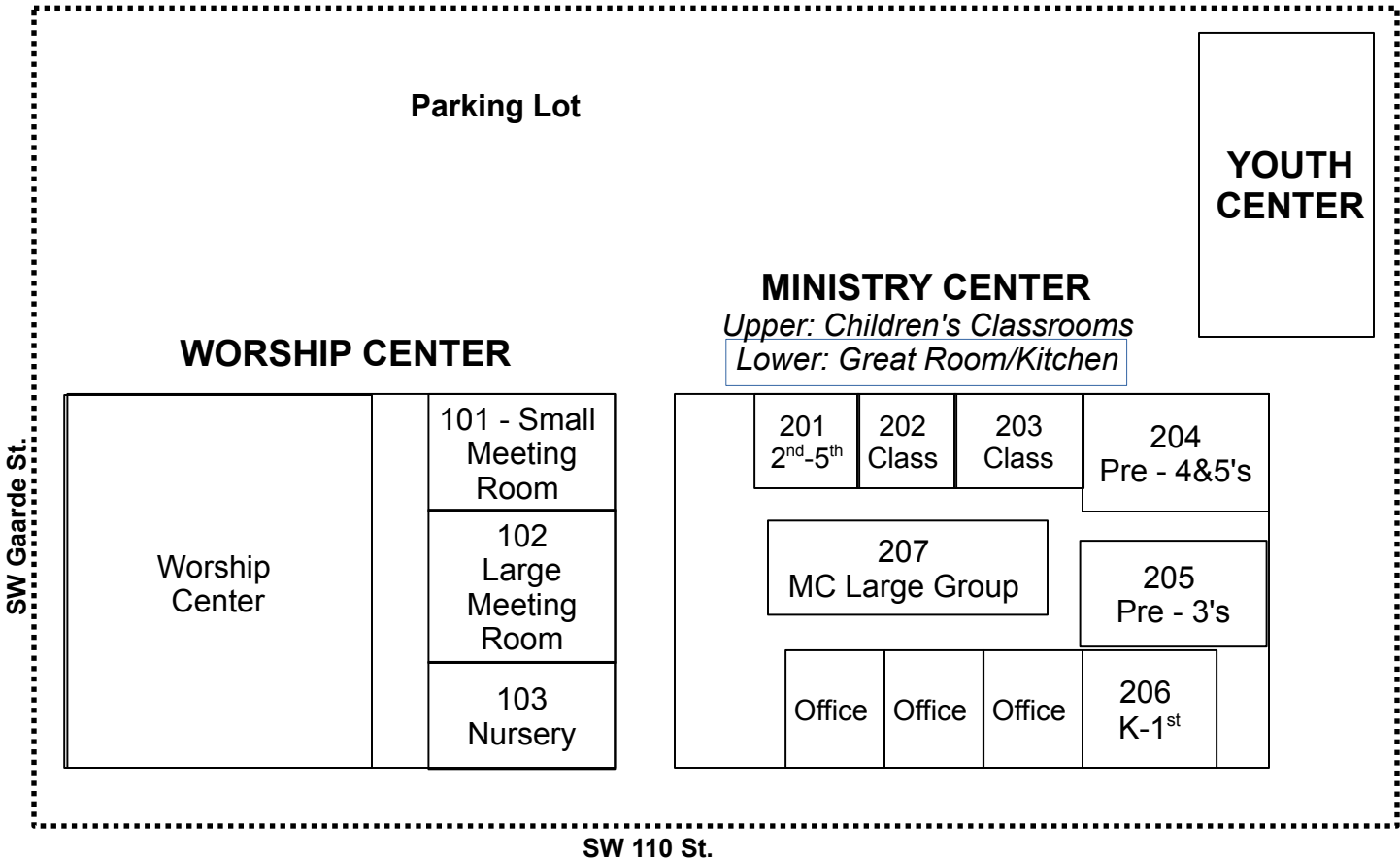
Best Email: _____

Who is responsible for set-up? _____ Clean-up? _____

For Non-Grace Point Events

- * Room Monitor Fee (Paid to the individual/ \$20 per hour) * Rent fee amount _____
- * Rent fee received (date) _____ * Key returned (date) _____

ROOM(S) NEEDED: See over for specifics for Room Reservation requests



ROOM/EQUIPMENT REQUEST

WORSHIP CENTER

Sanctuary Stage Sound System Projector Instrument(s) _____

- We require that you use one of our trained sound personnel; paid position for outside events - see Pastor Aaron.

101 Small Meeting Room 102 Large Meeting Room 103 Nursery

MINISTRY CENTER DOWNSTAIRS

Kitchen Great Room Sound System Projector BBQ Grill Popcorn Maker

Tables _____

Available: (10) Plastic Rounds - seat 8, (10) Wood Rounds - seat 8, (7) 6 ft. rectangle, (5) 8 ft. rectangle

* Tablecloths: (indicate how many of each - also use clipboard sign-out in linen closet)

Black round (13) _____ White round (36) _____

Black rectangle (9) _____ White rectangle (4) _____

Other (red, green, cream) _____

* Tablecloths must be laundered and returned (re-hung in closet) in a timely manner for the next use.

No more than 2-3 days, please.

MINISTRY CENTER UPSTAIRS

205 Preschool – 3's 206 Kindergarten - 1st Grade

207 Large Group – A/V EQ? ___yes Rooms: 201 202 203 204

YOUTH CENTER

Youth Center Kitchen Sound System Stage

15 PASSENGER VAN

(Driver must be 25 years or older.)

Blue Van Trailer

Please leave rooms and equipment *in the condition they are found.*