

ROOM RESERVATION REQUEST

Please submit this form at least 2 weeks prior to your event, and notify receptionist of any changes as soon as possible.

Today's Date: _____

EVENT DETAILS

Event Name: _____

Committee: _____

Event Date(s) or Date Range: _____

Event Time: from _____ AM PM to _____ AM PM

Event Time is the "official" start and end time for the event

Set-Up Time: from _____ AM PM to _____ AM PM

Set-Up Time is the time you will be here to set up before and/or clean up after the event

Doors will unlock 30 minutes prior to Event Time or at Set-Up Time (whichever is earlier) and remain unlocked until 30 minutes after Event start time to allow for late arrivals. If you need the doors unlocked for additional time, please indicate below.

Door(s) unlocked from _____ AM PM to _____ AM PM

Additional doors or areas to be unlocked: _____

RECURRING EVENT

If this is a recurring event, please choose the day(s) and frequency

Day(s): Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Frequency: Weekly Monthly: (e.g. 2nd Tues/month) Other _____

Notes: _____

ROOM CHOICE *Please include room number and building.*

SA=Sanctuary EH=Eaton Hall CO=Covenant Hall FEB=Fellowship & Education Building

1st Choice: _____ 2nd Choice: _____

of Attendees: _____

Kitchen use MUST be cleared with our chef, Mark Toussaint at least 30 days PRIOR to the event. You may contact Mark at 334-3073 or mtoussaint@covenant.org. Group/Committee responsibilities include providing food service volunteers as requested by Mark, put up and take down decorations, and clean up after meal, including washing dishes.

Please be sure to include any drinks or supplies needed in the set-up instructions on page 2 of this form.

EVENT CONTACT PERSON

Name: _____ Email Address: _____

Phone: Home _____ Cell _____ Work _____

See next page to provide furniture, equipment, and beverage set-up instructions

SET UP INSTRUCTIONS

FURNITURE

Chairs: # _____ Round Tables: # _____ 6ft Tables: # _____ 12ft Tables: # _____

Card Tables: # _____ Music Stands: # _____

Piano Podium (stand on) Lectern (stand behind)

AUDIO/VISUAL EQUIPMENT:

TV/DVD TV/Blu-Ray LCD Projector Screen Microphones #: _____

Overhead Projector: Dry Erase Board:

BEVERAGES:

Beverage service is limited on weekends and office holidays.

Coffee # of cups: _____ Decaf Coffee # of cups: _____ Water/Ice # of cups: _____

Hot Water # of cups: _____ Iced Tea # of cups: _____ Lemonade # of cups: _____

NOTES/SET-UP DIAGRAM:

This request will *only* add your event to our ServiceU calendar. If you would like your event listed in our publications or website, please visit www.covenant.org/Submit. Please contact publications@covenant.org or call 334-3009 with any questions.