

# ROOM RESERVATION REQUEST

*Please submit this form at least 2 weeks prior to your event.*

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. 2<sup>nd</sup> Tues/month)  Other \_\_\_\_\_

Notes: \_\_\_\_\_

## ROOM CHOICE *Please include room number and building.*

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

1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> 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](http://www.covenant.org/Submit). Please contact [publications@covenant.org](mailto:publications@covenant.org) or call 334-3009 with any questions.