



Event Request Form

Safety Protocols

Groups of less than 20 may gather indoors or outdoors, and must remain masked at all times. Food and beverages are not permitted indoors at this time

Anyone with COVID symptoms, waiting for a COVID test result, and/or exposed to someone with COVID in the last 14 days must remain at home and not attend in person gatherings.

A sign in sheet with contact information for each person present must be given to the office following your gathering for contact tracing reasons. Final approval or denial of gatherings will come within 2 days of request from a staff member.

Contact Signature: _____

Date: _____

Event Information

Event _____ Event Times _____

Event Date _____ Alternate Date _____

Event Contact _____ Phone Number _____

Space Requested

Check all that apply- be specific!

- ___ Fellowship Hall
- ___ Large Parlor
- ___ Room # _____
- ___ Small Parlor
- ___ Sanctuary
- ___ Activities Building

Set-Up Information

Please use the back of this form to draw a diagram!

- Set-up Start Time _____ Clean-up End Time _____
- ___ Meeting (4 tables in a square, seats 16)
- ___ Lecture (rows of chairs facing one direction)
- ___ Meal Seating (Round Tables, seat 8 each)
- ___ Empty Space
- ___ Additional Rectangle Tables (include #)
- ___ Additional Round Tables (include #)

Equipment Needs

Include number, as needed

- ___ Microphone(s)
- ___ Choir Platforms/Risers
- ___ TV ___ VCR ___ DVD
- ___ Projector ___ Screen
- ___ Easel ___ White Board
- ___ Other _____