

# Ministry Event Request Form

## Reading Evangelical Free Church

Name of REFC Ministry/Group \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ [If your group or ministry event is ongoing throughout the year, please write down the tentative schedule (first 3 Sundays of the month, etc.) or attach schedule to this form.]

Time of Event: (including set-up and clean-up) \_\_\_\_\_ Cost of event for participants: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Primary purpose/goal for event \_\_\_\_\_

Name of REFC person responsible to be at the event from set-up to clean-up: \_\_\_\_\_

Check the advertising and promotion that will be necessary for your event (check all that apply and include dates in blank) [be prepared to submit advertising material in a timely manner]

- |   |  |
|---|--|
| <input type="checkbox"/> bulletin _____<br><input type="checkbox"/> e-mail _____<br><input type="checkbox"/> display on table in foyer _____<br><input type="checkbox"/> announcement during service:<br>date(s) _____<br>length _____<br>video for announcement (if yes, then put length of video) _____ | <input type="checkbox"/> posters _____<br><input type="checkbox"/> website _____<br><input type="checkbox"/> other (postcards, etc.) _____ |
|---|--|

**Please note: Videos should be given to Sight and Sound Director by Thursday noon prior to the Sunday video will be used. Videos brought that Sunday morning will not be used for the announcement. If the announcement incorporates something from a web site (You Tube, etc.), the link should be sent to the church office by Thursday noon.**

Check one:

- I need a key to the church. I will return it to the church office after my event.
- I have a key to the church

Room/Facility	Please check below what you would like to reserve:
<b>Outreach Center</b>	
<b>Main Building:</b>	
Classrooms	(indicate which classrooms)
Auditorium	
Kitchen*	
A/V Technician	
Custodian	
<b>Additional Items:</b>	
Round tables	Number needed:
Round tablecloths	Number needed:
Oblong tables	Number needed:
Oblong tablecloths	Number needed:
Decorations	Contact Rosey Hess for decorations.

By signing this request, I understand that it is my responsibility to clean the facility when I am finished and to set up each room as it was before the event. Clean-up instructions are listed on the back of this form and also posted in each classroom.

Signed \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix

\*Items in the kitchen are for use by ministries of REFC. If you use a large number for your event (plates, plasticware, tea, coffee, etc) or notice that something needs to be restocked, please contact the church office. Please clean and put away any kitchen items after use. Instructions for clean-up are in the boiler room in the main building and in the furnace room in the Outreach Center. Used tablecloths are to be placed in the boiler/storage room in the Main Building or in the furnace room in the Outreach Center in a marked bag.

### Facility Clean-up Instructions

1. Put toys away and wipe tables if used (cleaner and paper towels are in rooms). Vacuum floors if necessary.
2. Empty trash if can is full. Empty diaper cans in nurseries. Put new bag in can and take trash to dumpster.
3. Return the tables and chairs to original arrangement. Chairs in classrooms should be stacked.
4. Check all of the rooms throughout the building to make sure lights are out. Rooms that have individual heat/ac units should be turned off; rooms with programmable thermostats do not need to be adjusted.
5. Check bathrooms: flush toilets/urinals, turn off faucets, and turn off lights.
6. Lock all doors. Do not assume that another group meeting at the same time will lock the doors.

*Thank you!*