

Foothills Christian Church Room Reservation & Support Form

Event: _____

Dates: _____ Day: _____ Times: Set Up _____ Start _____ End _____

of People Expected _____ Practice Date: _____ Practice Time _____

Contact Person: _____ Email: _____

Phone# _____ Cell# _____ Fax# _____

2nd Contact: _____ Phone# _____

Room Requested

Sanctuary Building

- Sanctuary
- A-1
- Kitchen
- _____ of Classrooms
- _____ Classroom Number

Youth Building

- Multi Purpose Room
- Youth Auditorium
- Gym
- Kids Church
- Jr Kids Church
- _____ Classroom Number

Equipment Needed

- Stage Set Up
- Tables _____ Rounds _____ Rectangles
- Chairs _____ per table
- Sound System
- For a Speaker
- For a Band
- CD Player
- Computer/Power Point/Projector/Screens
- VCR/DVD & TV Cart
- Camera

Equipment Needed

- Stage Set Up
- Tables _____ Rounds _____ Rectangles
- Chairs _____ per table
- Sound System
- CD Player
- VCR/DVD & TV Cart

Personnel Support

- Usher Parking Security Childcare Photographer

Childcare cost \$5 for 5 weeks or less - \$10 for 6 weeks or more

Events with 200 or more may need parking and security personnel - a cost may be incurred

Fee Charges for all non-Church events payable with request form:

\$ _____ Sound Technician	\$ _____ Wedding Package
\$ _____ Video/Computer/Projector/Lighting Technician	\$ _____ Childcare
\$ _____ Building Maintenance	\$ _____ Parking / Security
\$ _____ Room Rental	
\$ _____ Photographer	
Total	\$ _____
Check #	_____

Approved By _____ Date: _____

Copies Made For:

Administration
 Building Maintenance
 Multimedia/Lighting
 Sound
 Ushers/Security