

# 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# \_\_\_\_\_

2<sup>nd</sup> 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	
<b>Total</b>	\$ _____
<b>Check #</b>	_____

Approved By \_\_\_\_\_ Date: \_\_\_\_\_

Copies Made For:

Administration     
  Building Maintenance     
  Multimedia/Lighting     
  Sound     
  Ushers/Security