

Calendar & Room Reservation Form

Please use this form to notify the church office of your program/event and to reserve space in the church.

Program/Event Name	
Start Date	End Date (if multiple days)
Start Time	End Time
If additional set-up time is required, please note here (dates/times)	
If this is an ongoing event, check applicable day/time	
<input type="checkbox"/> Sundays <input type="checkbox"/> Mondays <input type="checkbox"/> Tuesdays <input type="checkbox"/> Wednesdays <input type="checkbox"/> Thursdays <input type="checkbox"/> Fridays <input type="checkbox"/> Saturdays <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> 1st / 2nd / 3rd / 4th Week of the Month (<i>circle one</i>) <input type="checkbox"/> Other:	
List any dates not meeting:	
Last meeting date:	(Forms are good for 1 year, from August - July)
Room(s) Requested	
<input type="checkbox"/> Sanctuary <input type="checkbox"/> Sanctuary Expansion <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Gym <input type="checkbox"/> Kitchen / Dish Room <input type="checkbox"/> Ark <input type="checkbox"/> Nursery <input type="checkbox"/> Connection Room 1 <input type="checkbox"/> Connection Room 2 <input type="checkbox"/> Connection Room 3 <input type="checkbox"/> Choir/Music Room <input type="checkbox"/> Preschool Classroom <input type="checkbox"/> Movie Theater <input type="checkbox"/> Art Room <input type="checkbox"/> Café <input type="checkbox"/> Office Conference Room <input type="checkbox"/> Other:	
Additional Equipment Required (Tables, chairs, sound/video equipment, etc.)	

By signing this agreement, I agree that the area(s) reserved will be cleaned and returned to its original condition. (Each room contains information on how the room should be and specific cleaning instructions.)

In short, you will make sure...

- | | |
|---|---|
| <input checked="" type="checkbox"/> Areas used are returned as found - wiped down, floors swept/vacuumed, garbages emptied. | <input checked="" type="checkbox"/> Dishes washed and returned. |
| <input checked="" type="checkbox"/> Bathrooms checked and, if needed, cleaned. | <input checked="" type="checkbox"/> All lights off and doors locked and closed. |
| <input checked="" type="checkbox"/> Any equipment used turned off and returned. | <input checked="" type="checkbox"/> Any damages, problems, etc., will be immediately reported to the church office. |

Continual non-compliance with the above rules will prevent your usage of the church property.

Person(s) responsible	
Phone	Email
Signature	Date

Completed form, with signature, should be returned to the church office.
This form is not final until contacted by the office.

Online form: pendletonchurch.org/forms
Advertising & communication info on back >

Event Advertising Information

Please use this form to notify the church office of your program/event advertising information.

Program/Event Name

Target Audience

Who is this event geared toward? Check all that apply.

- General Public Entire Church Kids Youth College Age/Young Adults Adults
 Men Only Women Only
 Other:

Desired Promotional Method

Select all that apply; at the discretion of the Communication Director.

- Bulletin Newsletter Worship Announcement Slides Building Signage
 Brochure Card (*One a year, for continuous events*) Social Media Email News
 Other:

Event Information

Write a short explanation to describe the event/program. *Why should people attend this event? What can people look forward to? What specifics are needed to be shared? Please provide as many details as possible. Think along the lines of “fun, food, and fellowship.” Sharing stories is an impactful way to reach new people.*

Don't forget - *Include how can people RSVP, sign up, or get involved? If registration is required, by what date?, Cost?, Materials attenders need?, etc.*