

# ARLINGTON HEIGHTS CAMPUS ROOM RESERVATION REQUEST FORM

New Event    Update Scheduled Event    Cancel Scheduled Event   Today's Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Contact Person \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Group / Ministry \_\_\_\_\_

Has a pastor or staff member approved this event? If so, who? \_\_\_\_\_

Event Name \_\_\_\_\_ # of expected participants \_\_\_\_\_

Event Date(s) From: \_\_\_\_\_ To: \_\_\_\_\_ (Note: Circle all dates on the calendar grid below.)  
MM/DD/YY MM/DD/YY

Event Times Start: \_\_\_\_\_  AM  PM End: \_\_\_\_\_  AM  PM

**Please note:** Weekday and Sunday events must conclude no later than 9PM, including clean-up. Saturdays: All events must conclude by 8 PM. No events will be scheduled between 5PM and 7PM (Saturday evening worship). GYM: Friday events must end by 8:30PM; not available on Saturdays (entire day) or Sundays until 2PM.

Advanced Access to Rooms Needed? Yes  No  If yes, please specify when \_\_\_\_\_

Post to online campus calendar(s)?  Arlington Heights  Barrington  Itasca  None Describe the event below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Circle all dates on the 2012-2013 calendar grids below

(Note: THE ORCHARD-sponsored events will supersede Non-ORCHARD events)

X denotes building closed for holiday

**July 2012**

S	M	T	W	T	F	S
1	2	3	X	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**August 2012**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**September 2012**

S	M	T	W	T	F	S
						1
2	X	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**October 2012**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**November 2012**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	X	X	24
25	26	27	28	29	30	

**December 2012**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	X	X	26	27	28	29
30	X					

**January 2013**

S	M	T	W	T	F	S
		X	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**February 2013**

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**March 2013**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	X	30
31						

**April 2013**

S	M	T	W	T	F	S
						1
2	3	4	5	6		
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**May 2013**

S	M	T	W	T	F	S
						1
2	3	4				
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	X	28	29	30	31	

**June 2013**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Indicate room set-ups and/or media equipment needed on the reverse side (one room per page).**

**Always notify the church office of changes or cancellations.**



# ARLINGTON HEIGHTS CAMPUS

## ROOM SELECTION, SET-UP & MEDIA REQUEST

### Classrooms

- Room 100\*
- Room 102 \*
- Room 103\*
- Room 105
- Room 106A/C (1<sup>st</sup>&2<sup>nd</sup>)
- Room 106B/D (1<sup>st</sup>&2<sup>nd</sup>)
- Room 107
- Room 108
- Room 109 (Kindergarten)
- Room 200 (Infant)
- Room 201 (Infant)
- Room 202 (Crawler)
- Room 203A (Walker)
- Room 203B (Walker)
- Room 204 (Special Needs)
- Room 205

### Multipurpose

- Room 101 (Awana Office)
- Room 110 (Recreation)
- Room 111 (Gymnasium)
- Room 112A (Social-N)
- Room 112B (Social-S) Kitchen
- Room 113A (Arlington-E) Windows
- Room 113B (Arlington-W)
- Room 114 (Fellowship Hall-E) Kitchen
- Room 114 (Fellowship Hall-W) Stage
- Room 115 (Fellowship Hall-S)
- Room 117 (Kitchen)
- Room 206 (Belmont-N)
- Room 206 (Belmont-S) Stage
- Room 207 (Library)
- Room 208 (Resource)
- Room 209 (Douglas)
- Room 210 (Conference)
- Room 212 (Parlor)
- Room 213 (Chapel)
- Sanctuary
- Youth Office
- Studio B

\* These rooms can be divided

Diagram for \_\_\_\_\_ Room (complete one diagram for each room)

- = Rectangular Table   
  N = Narrow Rectangular Table   
 X = Chair   
 O = Round Table   
 ▼ = Easel  
 = Podium   
 ⊙ = Stool   
 ^ = Music Stand   
 C = Chalkboard   
 W = Whiteboard   
 D = Divider

**Please draw diagram below showing location and number of chairs, tables, and other equipment needs.**

Note: Sunday morning set-ups needed between 8am to 1pm are self-service. However, indicate your layout below so we are aware of your requirements.

### Equipment Quantities

- Chalkboard – Qty \_\_\_\_\_
- Podium – Qty \_\_\_\_\_
- Whiteboard – Qty \_\_\_\_\_
- Divider – Qty \_\_\_\_\_
- Music Stand – Qty \_\_\_\_\_
- Divider (Accordion) – Qty \_\_\_\_\_
- Easel – Qty \_\_\_\_\_
- Stool – Qty \_\_\_\_\_

**Is Media Equipment Needed For Activity?** Yes  No  If yes, information below is required as some quantities are limited

- Play a CD or Cassette
- Play a DVD
- Play a VHS Tape
- Project a transparency
- Show a PowerPoint Presentation (computer not supplied)
- Amplify Speaker/Singer - microphone(s)
- Stage (FH West)

**Comments / Other Needs:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_