

BARRINGTON CAMPUS ROOM RESERVATION REQUEST

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.

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 calendar grid below

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

July 2010

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

August 2010

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 2010

S	M	T	W	T	F	S
			1	2	3	4
5	X	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 2010

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 2010

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	X	X	27
28	29	30				

December 2010

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	X	28	29	30	X	

January 2011

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 2011

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 2011

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		

April 2011

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	23
24	25	26	27	28	29	30

May 2011

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	X	31				

June 2011

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		

X denotes building closed for holidays



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.

BARRINGTON CAMPUS

ROOM SELECTION, SET-UP & MEDIA REQUEST

Classrooms	Multipurpose	Multipurpose (North Bldg)
<input type="checkbox"/> 101 3 rd – 5 th grade <input type="checkbox"/> 102 1 st and 2 nd grade <input type="checkbox"/> 103 Kindergarten <input type="checkbox"/> 105 Special Needs <input type="checkbox"/> 106 3-year-olds <input type="checkbox"/> 107 Resource Room <input type="checkbox"/> 108 2-year-olds <input type="checkbox"/> 109 Walkers (12 – 24 months) <input type="checkbox"/> 203 Infant/Crawler Nursery (birth – 12 months)	<input type="checkbox"/> 100 Middle School <input type="checkbox"/> 200 High School <input type="checkbox"/> 205 Meeting Room <input type="checkbox"/> 301 Conference Room <input type="checkbox"/> 302 Library <input type="checkbox"/> 303 Adult Classroom <input type="checkbox"/> 304 Adult Classroom <input type="checkbox"/> 305 Workroom <input type="checkbox"/> 307 Conference Room <input type="checkbox"/> Commons <input type="checkbox"/> The Grove Café <input type="checkbox"/> Worship Center	<input type="checkbox"/> 150 Large Conference Room <input type="checkbox"/> 170 Small Conference Room <input type="checkbox"/> 210 Meeting Room

Diagram for _____ Room (complete one diagram for each room)

<input style="width: 40px; height: 20px;" type="text"/> = Rectangular Table	<input style="width: 40px; height: 20px; text-align: center;" type="text" value="N"/> = Narrow Rectangular Table	X = Chair	O = Round Table	▼ = Easel	
<input type="checkbox"/> = Podium	⊙ = Stool	<input style="width: 20px; height: 20px; border: 1px solid black;" type="checkbox"/> = 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

<input type="checkbox"/> Chalkboard – Qty _____	<input type="checkbox"/> Whiteboard – Qty _____	<input type="checkbox"/> Music Stand – Qty _____	<input type="checkbox"/> Easel – Qty _____
<input type="checkbox"/> Podium – Qty _____	<input type="checkbox"/> Divider – Qty _____	<input type="checkbox"/> Divider (Accordion) – Qty _____	<input type="checkbox"/> Stool – Qty _____

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

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

Comments / Other Needs: _____
