

# 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 2011-2012 calendar grid below

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

July 2011

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 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			

September 2011

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

November 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	X	X	26
27	28	29	30			

December 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	X	24	
25	X	27	28	29	X	31	

January 2012

S	M	T	W	T	F	S
1	X	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 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				

March 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

April 2012

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						

May 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	X	29	30	31		

June 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	

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

- 101 3<sup>rd</sup> – 5<sup>th</sup> grade
- 102 1<sup>st</sup> and 2<sup>nd</sup> grade
- 103 Kindergarten
- 105 Special Needs
- 106 3-year-olds
- 107 Resource Room
- 108 2-year-olds
- 109 Walkers (12 – 24 months)
- 203 Infant/Crawler Nursery (birth – 12 months)

### Multipurpose

- 100 Middle School
- 200 High School
- 205 Meeting Room
- 301 Conference Room
- 302 Adult Classroom
- 303 Adult Classroom
- 304 Adult Classroom
- 305 Adult Classroom
- 307 Conference Room
- Commons
- The Grove Café
- The Loft
- Worship Center

### Multipurpose (North Bldg)

- 150 Large Conference Room
- 210 Meeting Room
- 110 Awana Room

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

- = Rectangular Table   
  N = Narrow Rectangular Table   
 X = Chair   
 O = Round Table   
 ▼ = Easel  
 = Podium   
 ⊙ = Stool   
 M = 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 \_\_\_\_\_   
  Whiteboard – Qty \_\_\_\_\_   
  Music Stand – Qty \_\_\_\_\_   
  Easel – Qty \_\_\_\_\_  
 Podium – Qty \_\_\_\_\_   
  Divider – Qty \_\_\_\_\_   
  Divider (Accordion) – 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:** \_\_\_\_\_