

BARRINGTON 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.

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.



BARRINGTON CAMPUS

ROOM SELECTION, SET-UP & MEDIA REQUEST

Classrooms

- 101 3rd – 5th grade
- 102 1st and 2nd 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
 🎵 = 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: _____