

ARLINGTON HEIGHTS CAMPUS ROOM REQUEST FORM

New Event Update Scheduled Event _____ Today's Date _____

Contact Person _____ Phone _____

Email _____ Group / Ministry _____

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

By filling out this form, you agree to the procedures and guidelines of room use.

Note: Events sponsored by The Orchard will supersede all other events.

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: _____ a.m. p.m. End: _____ a.m. p.m.

Please note: Weekday and Sunday events must conclude by 9 p.m., including clean-up. Saturday events must conclude by 6 p.m.

Advanced access to rooms needed? Yes No If yes, please specify when _____

Description of event:

Circle all dates on the 2018-2019 calendar grids below (X denotes building closed for holiday)

July 2018

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 2018

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 2018

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 2018

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 2018

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 2018

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 2019

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 2019

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 2019

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 2019

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	X	20
X	22	23	24	25	26	27
28	29	30				

May 2019

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 2019

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						

Always notify the receptionist of changes or cancellations.



ARLINGTON HEIGHTS CAMPUS

ROOM SELECTION, SET-UP & MEDIA REQUEST

CLASSROOMS

Lower Level

- Room 018
- Room 019
- Room 025
- Room 030
- Room 031
- Room 032 A
- Room 032 B
- Room 037
- Room 038 A/B
- Room 038 C/D

Upper Level

- Room 114
- Room 115
- Room 116

MULTIPURPOSE

Lower Level

- Gym
- Kitchen
- Student Min Center A (S)
- Student Min Center B (E)
- Student Min Center B(W)
- Room 008
- Room 009
- Room 015
- Room 026

Upper Level

- Room 111*
- Room 118
- Room 119 A (N)
- Room 119 B (S)
- Café Counter - No Sales*
- Family Room*
- Sanctuary

*Room NOT available for new/different set-ups

Diagram for _____ (complete one diagram per room)

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

Note: Sunday morning set-ups needed between 8am to 1pm are self-service.

Equipment Quantities

- Chalkboard – Qty _____
 Whiteboard – Qty _____
 Music Stand – Qty _____
 Easel – Qty _____
 Podium – Qty _____
 Divider – Qty _____
 Signage Holder – Qty _____
 Stool – Qty _____

Is media equipment needed for event? Yes No *If using the Sanctuary, fill out a **Sanctuary Media Request Form**.*

- Play a DVD
 Amplify speaker/singer - microphone(s)
 Show a presentation (computer not supplied)

Rooms are self-serve (with the exception of the Sanctuary). The equipment and instructions will be made available but you are responsible for your event. Media training can be provided for staff and/or volunteers.

Is media equipment training needed for event? Yes No

If communication is needed for event, fill out a **Communications Request Form**.