

# CHURCH CALENDAR & FACILITIES REQUEST

## Grace Church

Any group desiring to use the church building must complete this request form and submit it to the office for approval.  
**Please allow 1-2 weeks for approval.** After approval, your event will be put on the official calendar to reserve the date and rooms.  
If you have questions, contact the church office at 972-727-4512 or office@grace-efc.org.

The following regulations apply to all who use the building:

- Keep in mind that this is a house of worship; therefore respect the pulpit, the platform and the communion table.
- Instruments are not to be used or moved without permission.**
- No smoking is allowed inside the building (including the restrooms).
- No non-prescription drugs or alcoholic beverages allowed on the premises.
- No personal use of church supplies is allowed (i.e. nursery toys, linens, diapers, etc. and paper goods stored in the kitchen/pantry).
- There should be responsible adult supervision in charge at all times.
- Those who request the use of the building shall be responsible for breakage and other damage, should it occur.
- Those who request the use of the building shall assume responsibility for set-up, clean-up and returning furnishings and equipment to their proper places.

Date Submitted: \_\_\_\_\_ Submitted by: \_\_\_\_\_ Event

Name: \_\_\_\_\_ Ministry: \_\_\_\_\_ Event

Day/Date(s): \_\_\_\_\_ ☐ Recurring Event: End Date \_\_\_\_\_

Event Start time: \_\_\_\_\_ Event End time: \_\_\_\_\_ Display times on calendar? ☐ Yes ☐ No

Set-up time needed: \_\_\_\_\_ min./hr. Clean-up time needed: \_\_\_\_\_ min./hr.

Display event on (check one): ☐ website calendar ☐ internal (staff) calendar only

Contact person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Rooms needed: (see map on back side) ☐ Off-site (Location: \_\_\_\_\_)

Large rooms: ☐ Worship Center ☐ 115 ☐ 305B ☐ 306 ☐ 309

Small rooms: ☐ 107 ☐ 110 ☐ 113 ☐ 114 ☐ 201 ☐ 202

☐ 301 ☐ 302 ☐ 303 ☐ 304 ☐ 305A ☐ 307 ☐ 308

Portable rooms: ☐ P1 ☐ P2

Common areas: ☐ Kitchen ☐ Commons ☐ Connection Point ☐ Outside Area: \_\_\_\_\_

Person responsible for: Open-up/Lock-up \_\_\_\_\_ Clean-up \_\_\_\_\_

(Groups are responsible for following the church's Clean-up and Lock-up Procedures.)

### Support Services needed:

☐ Sanctuary Sound Equipment Person responsible: \_\_\_\_\_

☐ Sanctuary Media Equipment Person responsible: \_\_\_\_\_

☐ Child Care (Groups are responsible for providing their own childcare and following the church's Child/Worker Protection Policy.)

☐ Church Key (Please call the church office a week prior to your event to arrange key checkout.)

☐ Facility Usage Fee (For non-church groups and special events. Call the church office for details.)

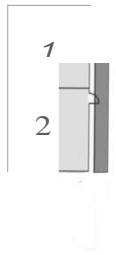
Event Description (optional): \_\_\_\_\_

### For Office Use Only

☐ Approved: \_\_\_\_\_ By: \_\_\_\_\_ ☐ On Calendar ☐ Emailed: \_\_\_\_\_ Tier

Date

# Campus Map



GRACE  
CHURCH

