

# Holden Chapel Function/Space Request Form

All requests submitted must have a "Function Coordinator" assigned; this person is responsible for communication with the Church Office Manager and Accounting Manager, and responsible for the opening and locking of building, overseeing the safety and general use of building and for "clean up" after the event.

<b>OFFICE USE ONLY</b>
Date of Function:
Today's Date:
Received by:

<b>Function Title:</b>		<b>Times Needed:</b>	
<b>Function Coordinator:</b>		<b>Phone Number:</b>	
<b>Email:</b>			
<b>Room(s) Requested: (please circle all that apply)</b>			
Small Chapel	Community Room	Welcome Center	Sanctuary (see separate form)
Prayer Office	Prayer Room	Kitchen (approval and training required)	Music Room
Number Attending:	Number of Tables Needed:	Number of Chairs Needed:	
Who will set up:	Access Keys Needed: Yes No	Are You Providing Childcare? Yes / No <small>IF Yes You must see Children's Min. Dir. for Procedure</small>	

For use of the following resources a trained volunteer from that ministry Will need to be scheduled for your event

Sound System      Yes No    If yes, who will run: \_\_\_\_\_  
 Projector            Yes No    If yes, who will run: \_\_\_\_\_  
 Kitchen              If circled above; who will run: \_\_\_\_\_

Please use space below to draw room set-up or further instructions:

<b>Will food be served?</b>	<b>If yes, please circle any needed items below:</b>
Coffee pots	Silverware
Tea Pots	Tablecloths
Bowls	Napkins
Dinner plates	Rubbish container
Hot cups	Extra trash bags
Cold cups	

**Clean Up:** please ensure the following are done!

Dishes, cleaned and put away  
 Vacuum (verify where it is located)  
 Rubbish removed to the dumpster  
 Kitchen floor swept and mopped

Tables/chairs put where  
 directed by Office Manager  
 Heat turned down to 60 or turnoff A/C  
 All doors locked    Lights, turned off all (check restrooms)

Approved by	Not Approved by
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