

FIRESIDE ROOM REQUEST FORM

The purpose of this form is to prevent conflicts or overlaps in calendar dates and use of the Service Center. Please complete this form in its entirety and turn it in to the church office as early as possible. Calendar entries cannot be confirmed without this form. Thank you for your cooperation.

SUBMITTED DATE _____

MINISTRY GROUP OR MEMBER MAKING REQUEST _____

IF GROUP, CONTACT PERSON _____ DAYTIME PHONE _____

PURPOSE OF ACTIVITY _____

EVENT DATE (Day of Wk) _____ (Mo/Day/Yr) _____ / _____ / _____ TIME OF ACTIVITY _____ AM PM to _____ AM PM

If applicable:

SET UP DATE _____ ARRIVAL TIME (for set-up) _____ AM PM DEPARTURE TIME (after clean up) _____ AM PM

☐ AREA NEEDED FOR MEETING ONLY—NUMBER ATTENDING _____

☐ FINGER FOODS TO BE SERVED (WITH USE OF SMALL KITCHEN)—NUMBER TO SERVE _____

NOTE: NO MEALS ARE TO BE SERVED IN THE FIRESIDE ROOM—ONLY FINGER FOODS

FOR REQUISITION OF ITEMS FROM TEA AND SHOWER CLOSET, PLEASE CONTACT BEVERLY ASHBY, CO-ORDINATOR AT (256) 466-5924.

1. _____ WILL BE RESPONSIBLE FOR SETTING UP FIRESIDE AREA. FURNITURE MUST NOT BE MOVED WITH EXCEPTION OF SIDE CHAIRS! (See back of Form)
2. _____ WILL BE RESPONSIBLE FOR CLEANING OF AREA—VACUUM CARPET, REMOVE ANY SPOTS OR STAINS FROM CARPET, REMOVE ALL GARBAGE TO THE DUMPSTER, AND REMOVE ALL FOOD ITEMS FROM BUILDING.
3. _____ WILL BE RESPONSIBLE FOR RETURNING ITEMS TO TEA AND SHOWER CLOSET IN GOOD CONDITION. WRAP PUNCH BOWL AND TRAYS IN SILVER CLOTH OR BOXES. PLACE SOILED TABLECLOTHS IN BASKET IN CLOSET. PLEASE DO NOT REMOVE TABLECLOTHS FROM BUILDING.

IF ITEMS ARE NEEDED FROM LARGE KITCHEN, PLEASE ASK FOR KITCHEN REQUEST FORM ALSO.

PLEASE NOTE! KEY CARD to enter an outside door can be checked out in the office. When the door is opened with Key Card or FOB, it will NOT remain unlocked. (It automatically locks back in a few seconds)

Please state designated door and time to open and to close for the event.

You will need to remain in the building after the event until the door locks.

For security reasons, we ask that you do not leave door propped open.

Fireside Room Hall Door:

Time to Open _____ AM PM

Time to Close _____ AM PM

SIGNED _____

(I understand attached guidelines and will be accountable for event and facility.)

☐ Approved

Signature of Approval Needed for Events not Church related or not Family Member Events as specified in Guidelines.

The floor plan illustrates the layout of the Activity/Fireside Room. The room is rectangular with a large central area for seating and a smaller area on the right for an activity space. The furniture is arranged as follows:

- Top Wall:** A long COUCH is centered. To its left is a TABLE & LAMP, and to its right is a TABLE.
- Second Row from Top:** Two SIDE CHAIRS are on the left, a TABLE is in the center, and two more SIDE CHAIRS are on the right.
- Third Row from Top:** Two SIDE CHAIRS are on the left, and two more are on the right.
- Bottom Section (Left):** A COUCH is centered. To its left are two WING BACK CHAIRS. To its right are two SIDE CHAIRS.
- Bottom Section (Center):** A TABLE is centered.
- Bottom Section (Right):** A COUCH is centered. To its left are two SIDE CHAIRS. To its right are two more SIDE CHAIRS.
- Right Wall:** A BUFFET is centered. To its left are two WING BACK CHAIRS. To its right are two more WING BACK CHAIRS.
- Bottom Right:** A small rectangular table is positioned near the corner.

Room labels and entrances are indicated by lines pointing to the corresponding areas:

- TEA/SHOWER CLOSET:** Located at the top right corner.
- ACTIVITY AREA:** Located on the right side of the room.
- ACTIVITY/FIRESIDE ROOM HALL ENTRANCE:** Located at the bottom left corner.
- ACTIVITY OFFICE:** Located at the bottom right corner.
- SMALL KITCHEN:** Located at the bottom center.

**TEA/SHOWER
CLOSET**

ACTIVITY AREA

ACTIVITY OFFICE

SMALL KITCHEN