

CALENDAR "REQUEST" FORM

This is a request only Not a calendar event until approved

Date: \_\_\_\_\_

Name of requester: \_\_\_\_\_

Event Requested: \_\_\_\_\_

Approved: \_\_\_\_\_

Time Requested: \_\_\_\_\_

Approved: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Approved: \_\_\_\_\_

**\*ROOMS REQUESTED:**

Please check room(s)

Approved: \_\_\_\_\_

**CLC**

Blue Room

Childcare Snack Room

Choir Room

Green Room

Gym

Nursery

Orange Room

Purple Room

Red Room

Yellow

**Education Building**

After-School Room

Childcare Break Room

Conference Room

Preschool Room

Room 203 (Library)

Room 204

Room 205

Room 206

Room 207

Room 208

Room 209

Scout Room

**Main Building**

Chapel

Kitchen (see back)

Parking Lot (see back)

Sanctuary

Wesley Café

**New Worship Center**

Contemporary Worship Area

Cornerstone Café

Cornerstone Logia/Hallway

Youth Room

Youth/Cornerstone Conference Room

**Offsite**

Offsite # 1 \_\_\_\_\_  Offsite # 2 \_\_\_\_\_  Wesley Hilltop House

**\*RESOURCES REQUESTED:**

Approved: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### \*Questions for Parking Lot

Which Parking Lot?  North (kitchen)  South (CLC)

What purpose is the parking lot(s) being used? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### \*Questions for Audio/Visual Equipment

What audio/visual equipment do you need? \_\_\_\_\_

\_\_\_\_\_

Where do you need the equipment? \_\_\_\_\_

Do you need someone to set-up the equipment?  Yes  No

Do you need someone to run the equipment?  Yes  No

### Question for Kitchen (select items to be used) (check all that apply)

**Cooking**  Yes (see cooking below)  No (see non cooking choices below)

**Noncooking** (Staging only)  Ice Machine  Refrigerator  Dishwasher  Coffee Pot

**Cooking**  Walk-in Refrigerator  Walk-in Freezer  Steam Table  Dishwasher  Refrigerator  
 Gas Range  Gas Oven  Griddle  Combi Oven  Warmer  Mixer  Slicer  
 Pots, Pans, Bakeware  Cooking Utensils  Cutlery Knives  Serving Utensils  
 Dishes  Glassware  Cups  Silverware  Ice Machine  Coffee Pot  
 Custodial Clean up (floor only) (there will be a charge)  Clean floor per instructions

**\*This is a REQUEST. Will not be a calendar event until approved.  
You will be notified of Approved Status**