

# BARRINGTON CAMPUS

## ROOM RESERVATION REQUEST FORM 2020-2021

New Event   
 Update Scheduled Event   
 Cancel Scheduled Event   
 Today's Date \_\_\_/\_\_\_/\_\_\_

Contact Person \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Group / Ministry \_\_\_\_\_

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

(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.

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

Circle all dates on the **2020-2021** calendar grids below    **X = building closed for holiday**

July 2020	August 2020	September 2020	October 2020																																																																																																																																																																																																				
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Indicate room set-ups and/or media equipment needed on the reverse side (one room per page).

Always notify the church office of changes or cancellations.



# BARRINGTON CAMPUS

## ROOM SELECTION, SET-UP & MEDIA REQUEST

### Classrooms

- 101 3<sup>rd</sup> – 5<sup>th</sup> grade
- 102 1<sup>st</sup> – 2<sup>nd</sup> grade
- 103 Kindergarten
- 104 Walkers (12-24 months)
- 105 Special Needs
- 106 2-year-olds
- 108 3-year-olds
- 109 4-year-olds
- 203 Infant/Crawler Nursery (birth-12 months)

### Multipurpose

- 100 Middle School
- 200 High School
- 205 Meeting Room
- 301 Adult Classroom
- 302 Adult Classroom
- 303 Adult Classroom
- 304 Adult Classroom
- Commons
- The Grove Café
- The Loft
- Worship Center

### Multipurpose (North Bldg)

- 110 Awana Room
- 120 Facilities Suite (adults only)
- 130 Adult Classroom
- 170 Adult Classroom
- 210 Meeting Room

Diagram for \_\_\_\_\_ Room (complete one diagram for each room)

- = Rectangular Table   
  N = Narrow Rectangular Table   
 X = Chair   
 O = Round Table   
 ▼ = Easel  
 = Lectern   
 ⊙ = Stool   
 M = Music Stand   
 W = Whiteboard   
 D = Divider

**Note:** Sunday morning set-ups needed between 8am to 1pm are self-service. However, do indicate your layout below so we are aware of your requirements.

Please draw a diagram below, showing location and number of chairs, tables, and other equipment needs.

### Equipment Quantities

- Easel – Qty \_\_\_\_\_   
  Lectern – Qty \_\_\_\_\_   
  Music Stand – Qty \_\_\_\_\_   
  Stool – Qty \_\_\_\_\_  
 Whiteboard – Qty \_\_\_\_\_   
  Divider – Qty \_\_\_\_\_   
  Divider (Accordion) – Qty \_\_\_\_\_

**Is Media Equipment/Assistance Needed For Activity?** Yes  No  If yes, you must also submit a media request form, which is available [online](#).

Comments / Other Needs: \_\_\_\_\_