

ARLINGTON HEIGHTS CAMPUS

ROOM REQUEST FORM 2020-2021

New Event
 Update Event _____
 Cancel Event _____
 Date Submitted _____

Contact Person _____ Phone _____

Email _____ Church Ministry _____

Note: The Orchard ministries' events 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 needed? Yes No If yes, please specify when _____

Event Description:

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

July 2020

S	M	T	W	T	F	S
		1	2	X	X	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	X	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	X	X	28
29	30					

December 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	X	X	26
27	28	29	30	X		

January 2021

S	M	T	W	T	F	S
					X	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

S	M	T	W	T	F	S
				1	X	3
X	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	X					

June 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Always notify the receptionist of changes or cancellations.



ARLINGTON HEIGHTS CAMPUS

ROOM SELECTION, SET-UP & MEDIA REQUEST

CLASSROOMS

Lower Level

- Room 018
- Room 019
- Room 025
- Room 030
- Room 031
- Room 032 A
- Room 032 B
- Room 037
- Room 038 A/B
- Room 038 C/D

Upper Level

- Room 114
- Room 115
- Room 116

MULTIPURPOSE

Lower Level

- Gym
- Kitchen
- Student Min Center A(S)
- Student Min Center B(E)
- Student Min Center B(W)
- Room 008
- Room 009
- Room 015
- Room 026

Upper Level

- Room 111**
- Room 118
- Room 119 A (N)
- Room 119 B (S)
- Family Room**
- Sanctuary

****Room NOT available for new/different set-up**

Diagram for Room _____ (complete one diagram per room)

- = Rectangular Table
 N = Narrow Rectangular Table
 X = Chair
 O = Round Table
 ▼ = Easel
 = Podium
 ⊙ = Stool
 🎵 = Music Stand
 C = Chalkboard
 W = Whiteboard
 D = Divider

Equipment Quantities

- Chalkboard – Qty _____
 Whiteboard – Qty _____
 Music Stand – Qty _____
 Easel – Qty _____
 Podium – Qty _____
 Divider – Qty _____
 Signage Holder – Qty _____
 Stool – Qty _____

Media Equipment

- DVD Player
 Microphone(s)
 TV (computer not supplied)
 TV Cart
 Projector & Screen

Rooms are self-serve (with the exception of the Sanctuary). Instructions are available, but you are responsible for your event.

Is media equipment training needed for event? Yes No

If communication is needed, contact church office.