

Calendar Request Guidelines

Any ministry area wanting their event placed on the church calendar and/or making a room reservation must be submitted to the Calendar Coordinator using an **Event Calendaring & Room Reservation Form**. Forms are available at the Church office or at bearcreekumc.org/resources.

No event date is placed on the calendar until the form has been submitted to the Calendar Coordinator.

The **Event Calendaring & Room Reservation Form** must be completed at least 1 week in advance of the activity. It is recommended however that as soon as you know your event date(s) submit your request.

The **Event Calendaring & Room Reservation Form** provides for every area of the Church. Please be sure to indicate all rooms and other service needs (i.e. food, sound, child care, set-up, etc.) that you will need for your event. There are fees for room set-up, audio/visual needs and food service requests.

If you request a room set-up for your event you must submit a **Room Set-up Request Form** along with your **Event Calendaring & Room Reservation Form**. On this you will draw a sketch of your desired set-up. The Campus Coordinator must receive this request at least 1 week in advance of the activity.

Your request will be reviewed to determine if there are any calendar conflicts. Requests are scheduled on a “first-come, first-serve” basis. All church programs will have priority over requests from outside sources no matter when the request is turned in.

When your request has been approved you will receive a confirmation email or phone call from the Calendar Coordinator as soon as possible. The event will then be entered in the computerized calendaring program and is available for viewing at bearcreekumc.org/calendar.

Bear Creek UMC

Event Calendaring & Room Reservation Form

Please fill out the following information and return to Deborah Rucker, or email deborahr@bearcreekumc.org

For Office Use Only:	
Date Rec'd _____	By _____
Confirmation Sent: phone Email	
Date Sent: _____	

Name of Event:	Ministry Area:
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Contact Person:

Name:	Phone:
Email:	

Event Details:

Brief Description of Event:	
Date(s) of event:	
Start time of event: AM PM	End time of event: AM PM
Time needed for set up:	Time needed for clean up:
Is this an ongoing event? If yes, please explain.	Number in group:
Room(s) Requested:	

Resource Information:

Does your event need childcare? YES NO	If yes, number of children and ages:
Any children with special needs? If yes, please explain.	
Do you need Audio/Visual equipment? YES NO If yes, circle all that apply: TV DVD/VCR Digital Projector Overhead Projector Projector Screen Microphone Sound Equip. Other: _____	
There may be a \$60 for charge for this service.	
Do you need items from Food Services? There may be a charge for this service. YES NO	
If yes, the Food Service Director will contact you upon receipt of this form.	
Do you need Room Set up and Take Down? There may be a charge for this service. YES NO	
If yes, please fill out the Room Setup Request Form, on the back of this form.	

Bear Creek UMC – Room Setup Request Form

Note: 1 Week advanced notice is required to request a room set up.
Please use other side of this form to calendar your event!

For Office Use Only:
Date Rec'd by DR _____
Date To _____
Date To PCS _____
Rev. 1/6/2015

▶ Return completed form to Deborah Rucker's mailbox in the church office ◀

Person Making Request _____	Contact Phone No. _____	Date of Request _____
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EVENT NAME _____	No. Attending _____
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<p style="text-align: center;">BUILDING</p> <table style="width:100%; border: none;"> <tr> <td><input type="checkbox"/> Education</td> <td><input type="checkbox"/> Asbury</td> <td><input type="checkbox"/> Hope</td> </tr> <tr> <td><input type="checkbox"/> Family Life Center</td> <td><input type="checkbox"/> Coke</td> <td><input type="checkbox"/> Trinity</td> </tr> <tr> <td><input type="checkbox"/> Fellowship Hall</td> <td><input type="checkbox"/> Faith</td> <td><input type="checkbox"/> Wesley</td> </tr> <tr> <td><input type="checkbox"/> Sanctuary</td> <td></td> <td></td> </tr> </table> <p style="text-align: center; margin-top: 20px;">ROOM NO.</p> <div style="background-color: #cccccc; width: 100px; height: 20px; margin: 0 auto;"></div>	<input type="checkbox"/> Education	<input type="checkbox"/> Asbury	<input type="checkbox"/> Hope	<input type="checkbox"/> Family Life Center	<input type="checkbox"/> Coke	<input type="checkbox"/> Trinity	<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Faith	<input type="checkbox"/> Wesley	<input type="checkbox"/> Sanctuary			<p style="text-align: center;">Event Day(s)</p> <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	<p style="text-align: center;">Event Date(s)</p> Start _____ End _____	<p style="text-align: center;">Event Time(s)</p> Start _____ End _____
<input type="checkbox"/> Education	<input type="checkbox"/> Asbury	<input type="checkbox"/> Hope													
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		<p style="text-align: center;">Event Frequency</p> <table style="width:100%; border: none;"> <tr> <td><input type="checkbox"/> One-time</td> <td><input type="checkbox"/> Monthly</td> </tr> <tr> <td><input type="checkbox"/> Daily</td> <td><input type="checkbox"/> Annual</td> </tr> <tr> <td><input type="checkbox"/> Weekly</td> <td><input type="checkbox"/> Other</td> </tr> </table>	<input type="checkbox"/> One-time	<input type="checkbox"/> Monthly	<input type="checkbox"/> Daily	<input type="checkbox"/> Annual	<input type="checkbox"/> Weekly	<input type="checkbox"/> Other							
<input type="checkbox"/> One-time	<input type="checkbox"/> Monthly														
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<input type="checkbox"/> Weekly	<input type="checkbox"/> Other														

No. of Tables and Chairs Needed		
No. of Tables: 5' Round <input style="width: 40px;" type="text"/> <small>(Max. 8 chairs per table)</small>	8' Rectangular <input style="width: 40px;" type="text"/> <small>(Max. 8 chairs per table)</small>	Total No. of Chairs: <input style="width: 40px;" type="text"/>

ROOM SETUP DIAGRAM

Sketch desired setup of tables and/or chairs
(Show enough features of the room to clearly indicate desired orientation of tables and/or chairs)