

# 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](http://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 **2 weeks 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, Hebrews, sound, child care, set-up, etc.) that you will need for your event. There are fees for room set-up, audio/visual needs, Hebrews, and food service requests.

If **childcare** is needed, and your group provides enough Safe Sanctuary trained volunteers to maintain appropriate volunteer-to-child ratios in the nursery, there will be no charge to use the nursery. However, if your ministry does not provide volunteers, a minimum of 2 paid Nursery workers will be provided (\$10/hour/worker) and the charge will be billed to the ministry area. Please contact the Nursery Coordinator to communicate childcare needs.

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 form you will draw a sketch of your desired set-up. The Campus Coordinator must receive this request at least **2 weeks 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](http://bearcreekumc.org/calendar).



# Bear Creek UMC – Room Setup Request Form

**For Office Use Only:**

Date Rec'd \_\_\_\_\_

**Note:** 2 Weeks advanced notice is required to request a room set up.  
Please use other side of this form to calendar your event!

▶ **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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<b>EVENT NAME</b> _____	No. Attending _____
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<p style="text-align: center;"><b>BUILDING</b></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;"><b>ROOM NO.</b> _____</p>	<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;"><b>Event Day(s)</b></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;"><b>Event Date(s)</b></p> Start _____ End _____	<p style="text-align: center;"><b>Event Time(s)</b></p> Start _____ End _____
<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															

<b>Event Frequency</b>	
<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

## No. of Tables and Chairs Needed

<b>No. of Tables:</b> 5' Round _____ <small>(Max. 8 chairs per table)</small>	8' Rectangular _____ <small>(Max. 8 chairs per table)</small>	<b>Total No. of Chairs:</b> _____
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## 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)

