



CALENDAR & RESOURCE REQUEST

MINISTRY OR ORGANIZATION REQUESTING RESOURCES

DATE OF EVENT _____

ACTUAL EVENT TIME _____ TIME RESERVED FOR SET UP _____
from.....to from.....to

_____ # OF ATTENDEES ANTICIPATED AT EVENT

PRIMARY RESOURCE (See reverse side for available rooms & set ups)

SPECIAL SET UP NEEDS _____

(Please do not assume you have this space or special set up until approved by Ministry Staff)

SET UP NEEDED BY _____
(Date and Time)

CONTACT PERSON (NAME) _____

CONTACT PERSON (PHONE) _____

DATE FORM COMPLETED _____

POSTED ON SHELBY

Resources Requested - Check all that apply

<input type="checkbox"/> Key Needed	<input type="checkbox"/> Sound Technician
<input type="checkbox"/> Dry Erase Board w/markers	<input type="checkbox"/> Projector
<input type="checkbox"/> TV	<input type="checkbox"/> Screen
<input type="checkbox"/> DVD	<input type="checkbox"/> People Mover
<input type="checkbox"/> VCR	<input type="checkbox"/> Van

SEE REVERSE SIDE FOR COMPLETE LISTING OF AVAILABLE ROOMS

Check All Rooms Requested	Family Life Center
<input type="checkbox"/> FLC 5501	3 (8') tables in square w/12 chairs - white erase board
<input type="checkbox"/> FLC 5502	3 (8') tables in square w/12 chairs - white erase board
<input type="checkbox"/> FLC 5503	3 (8') tables in square w/12 chairs - white erase board
<input type="checkbox"/> FLC 5504	3 (8') tables in square w/12 chairs - white erase board
<input type="checkbox"/> FLC 5505	Couches
<input type="checkbox"/> FLC 5506	3 (5') round tables w/24 chairs
<input type="checkbox"/> FLC 5507	4 (5') round tables w/32 chairs - white erase board
<input type="checkbox"/> FLC 5508	6 (5') round tables w/48 chairs - white erase board
<input type="checkbox"/> FLC 5509	3 (5') round tables w/24 chairs - white erase board
<input type="checkbox"/> FLC 5510	3 (5') round tables w/24 chairs - white erase board
<input type="checkbox"/> FLC 5511	4 (5') round tables w/32 chairs - white erase board
<input type="checkbox"/> FLC 5512	4 (5') round tables w/32 chairs - white erase board
<input type="checkbox"/> FLC 5513	3 (5') round tables w/24 chairs
<input type="checkbox"/> FLC Kitchen	
<input type="checkbox"/> FLC Cafe	6 tables w/18 chairs
<input type="checkbox"/> Multipurpose (Gym)	
<input type="checkbox"/> Garage	
	Children's Ministry/Preschool - Must have approval of Children's Ministry Director
<input type="checkbox"/> First Grade Classroom	
<input type="checkbox"/> Second Grade Classroom	
<input type="checkbox"/> Third Grade Classroom	
<input type="checkbox"/> Fourth Grade Classroom	
<input type="checkbox"/> Fifth Grade Classroom	
<input type="checkbox"/> The Quarry	
<input type="checkbox"/> N101 - Infant Nursery	
<input type="checkbox"/> N102 - Toddler 1	
<input type="checkbox"/> N104 - Toddler 2	
<input type="checkbox"/> P 104	
<input type="checkbox"/> P 105	
<input type="checkbox"/> P 106	
<input type="checkbox"/> P 107	
<input type="checkbox"/> PS Kitchen	
<input type="checkbox"/> Pre-Kindergarten	
<input type="checkbox"/> Kindergarten	
	West Wing - Worship Center must have approval of Worship Ministry Director
<input type="checkbox"/> Worship Center	
<input type="checkbox"/> Oakwood Chapel	Theatre seating for 250
<input type="checkbox"/> Hearth Room	12 (5') round tables w/96 chairs
<input type="checkbox"/> HR Kitchen	
<input type="checkbox"/> Grand Central	Seating for 24 (Love seats/chairs)
<input type="checkbox"/> A101	Theatre seating for 40 - white erase board
<input type="checkbox"/> A102	4 (5') round tables w/32 chairs
<input type="checkbox"/> Conference Room	Seating for 20-24
<input type="checkbox"/> Central Perk Cafe	10 Tables w/30 chairs