

# EVENT REQUEST FORM

Name of Event : \_\_\_\_\_ Sponsoring Organization/Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Description: \_\_\_\_\_

Room (s) Requested: \_\_\_\_\_

**All event request must be submitted in writing at least one week prior to event date. Events are pending until confirmed by Staff. \*Equipment, rooms, and services needed subject to availability.**

Day of Week	Date(s) (mm/dd/yy)	Event Start Time	Event End Time	Set-up Time	Clean-Up & Re-Set Time	# of People Attending

**Equipment Needed:**

\_\_\_\_\_ # of Chairs

\_\_\_\_\_ # of 6' Tables

\_\_\_\_\_ # of 8' Tables

\_\_\_\_\_ # of Round Tables

\_\_\_\_\_ Podium

\_\_\_\_\_ Overhead Projector

\_\_\_\_\_ CD Player

\_\_\_\_\_ Television

\_\_\_\_\_ DVD Player

\_\_\_\_\_ Other: \_\_\_\_\_

**Services Needed:**

\_\_\_\_\_ Access to building

\_\_\_\_\_ Lock up building

\_\_\_\_\_ Setup

\_\_\_\_\_ Cleanup

\_\_\_\_\_ Kitchen - Must be approved / supervised by Food Services Manager (Applicable Fees)\*

\_\_\_\_\_ Goodwill Services (setup / cleaning / teardown)\*

\_\_\_\_\_ Audio/Visual (must be provided by IOHUMC approved personnel)\*

\_\_\_\_\_ Extra Dumpster Pick-up\*

\_\_\_\_\_ Other

Fee Schedule for each Service Requested:  
 \*Applicable fees may be applied and vary due to size of all Non-Church Sponsored Events. Some fees are paid directly to the service provider. Church Administrator will confirm with contact person all fees due.

**Return form to Ministry Department Head  
Internal Use Only: (check off and enter details accordingly)**

Date Received: \_\_\_\_\_

Contacted person requesting event to verify details: \_\_\_\_\_

Arrangements for building access: \_\_\_\_\_

Entered request in Facilities Scheduler: \_\_\_\_\_

Follow-up one month prior to event: \_\_\_\_\_

Special cleaning/trash services if required: \_\_\_\_\_

Follow-up week before event: \_\_\_\_\_

Sound arrangements if needed: \_\_\_\_\_

Published Event: Yes \_\_\_\_\_ No \_\_\_\_\_

Submit billing to contact person for any required fees: \_\_\_\_\_