

# grace church event request form

Church sponsored events will be given priority to use the facility due to the need for flexibility in scheduling and limited facility operations staff. This form must be submitted to the church office at least **thirty days** prior to an event, otherwise your request may be denied due to administrative reasons. Thank you.

Today's Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Single Event \_\_\_\_\_ Recurring Event \_\_\_\_\_ Off-Site Event \_\_\_\_\_

## CONTACT INFO:

Persons Responsible: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Other Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Ministry: \_\_\_\_\_ Audio/Visual Technician: \_\_\_\_\_

Rental Vendors: \_\_\_\_\_ Items Rented: \_\_\_\_\_

Delivery/Pick Up Time: \_\_\_\_\_

## EVENT INFO:

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

Event Day(s) & Date(s): \_\_\_\_\_

Room Preferences: \_\_\_\_\_

Begin Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_ End Clean-Up Time: \_\_\_\_\_

# of Adults Expected: \_\_\_\_\_ # of Children Expected: \_\_\_\_\_

## EQUIPMENT REQUEST:

Auditorium Chairs: \_\_\_\_\_ Folding Chairs: \_\_\_\_\_ (20 available) 5' Round Tables: \_\_\_\_\_ (5 available)

6' Rectangular Tables: \_\_\_\_\_ Music Stands: \_\_\_\_\_ Podium (Plexiglass): \_\_\_\_\_

Computer Projector: \_\_\_\_\_

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## RELEASE:

I have read and discussed the Facility and/or Wedding Policies with a representative of Grace Church San Diego. I understand these policies, agree to abide by them, and agree to communicate them to all participants and related parties. I take responsibility for any damages to the property of Grace Church San Diego incurred either by my guests or myself. I will care for and clean the facility and understand that appropriate fees may be assessed should the building be damaged in any way. I also hold harmless Grace Church San Diego, its pastors, staff, members, and volunteers and release them from any liabilities.

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Signature

Date

## Event Approval:

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Pastor's Signature

Date

**Pastor Responsible:** \_\_\_\_\_

**Staff Contact:** \_\_\_\_\_