

# CHURCH ON THE ROCK ACTIVITY PLANNING/ROOM REQUEST FORM



## SCHEDULING MEETINGS

1. All requests for meetings must be in writing, and submitted to Gail Roundtree.
2. All requests must be made by Team Leaders or person responsible for the event.
3. All requests must be submitted at least two weeks prior to meeting/event date.
4. Please complete the entire form which includes the following information.

All requests must be submitted to the church office for scheduling and approval.

5. Team Leaders or person responsible must receive a written approval form before meeting is scheduled.
6. Team Leaders must not schedule other Ministry Personnel such as Sound Ministry or Nursery Workers, without the church office approval.
7. Pastors are **not** involved in approval process. The church office is assigned this function.
8. **IF IT IS NOT IN WRITING, IT DOESN'T COUNT.**



**Please complete and return this half to the office.**

**ALL WRITTEN AND VIDEO MUST BE CLEARED BY OFFICE STAFF FIRST.**

**THIS FORM MUST BE IN THE OFFICE 2 WEEKS BEFORE THE EVENT.**

*“A man’s steps are directed by the LORD. How then can anyone understand his own way?” Proverbs 20:24*

Ministry: \_\_\_\_\_

Purpose for event or activity: \_\_\_\_\_

Coordinator: \_\_\_\_\_ Room: \_\_\_\_\_

Address or other location: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Please indicate ending time: \_\_\_\_\_

Approximately how many people are expected to attend? \_\_\_\_\_

**I. Equipment Needed:**

Please specify amounts needed for each item.

Audio & Video:       Tables/Chairs:       Coffee machine

Lights                       Projectors                       Ushers/Hostess

White Board              Microphones Yes/No How many \_\_\_\_\_

Will the service be taped? Yes / No

If renting equipment, check availability and price. \$ \_\_\_\_\_

Confirmed with location. Yes              No

Office use only

Pastor Approval \_\_\_\_\_