

MASTER CALENDAR SINGLE EVENT FORM

This form is to help ensure that your group meeting or event is correctly scheduled on the Master Calendar through the church administrative office and effectively coordinated with other ministries in the church.

You can view the current church master calendar at any time on our website: www.Hollandsumc.com

Please use **ONE FORM PER EVENT/GROUP MEETING.**

- ❖ Access to the facility on Friday and Saturday requires prior arrangement. Loaner keys are available in the church office Monday thru Thursday between 8:30 am and 5:00 pm.
- ❖ Private use fee of \$25.00 designated "Maintenance Fee" required prior to date used.
- ❖ Additional fee for sound system use, see Sound System Policy (Pg 6, 7) for details.
- ❖ This form is NOT for scheduling set-up for an event. Please fill-out a Room Set-up Request Form and submit it to the church office with this scheduling form (additional fee required).
- ❖ Use of kitchen and/or fellowship hall requires Kitchen Clean Up Check List be completed and returned to the Church Office upon completion of event. (Forms are located above telephone in kitchen.)

TODAY'S DATE _____

NAME OF GROUP MEETING/EVENT: _____

PURPOSE OF THE MEETING OR EVENT: _____

DATE OF EVENT: _____

TIME OF EVENT: FROM: _____ AM / PM TO: _____ AM / PM

TIME OF SET-UP: FROM: _____ AM / PM TO: _____ AM / PM

TIME OF CLEAN-UP: FROM: _____ AM / PM TO: _____ AM / PM

ROOM(S) REQUESTED: _____

CONTACT PERSON(S): _____

PHONE NUMBER: _____ PHONE NUMBER: _____

E-MAIL: _____

SPECIAL EQUIPMENT NEEDED: _____

SOUND AND VISUAL EQUIPMENT: _____

WILL A MEAL BE SERVED? (____) YES (____) NO

ROOM SET-UP NEEDED: **(Please fill out *Room Set-up Request Form*)**

COMMENTS: