

## CALENDAR REQUEST

Please fill out all the lines for your type of reservation.

For a one-time event please fill in questions 3a and skip 3b and 3c.

For a multiple event please fill in questions 3b or 3c as it applies.

1 Request submitted by \_\_\_\_\_ date: \_\_\_\_\_

2 This event is: ONE-TIME                      MULTIPLE DATES      (Please circle one).

3a. For a one-time event write the date: \_\_\_\_\_

3b. For random multiple dates list the dates: \_\_\_\_\_

3c. For multiple regularly reoccurring dates circle the combination below. Example: Baptism starts April 26<sup>th</sup> and ends July 6<sup>th</sup>, occurring on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday every month. You would fill in the start and end dates and circle Tuesday/Monthly/ 2<sup>nd</sup> week/4<sup>th</sup> week.

Starting date \_\_\_\_\_ Ending Date \_\_\_\_\_ Sun. Mon. Tues. Wed. Thur. Fri. Sat.

Occurs: Weekly                      Every other week

Monthly: 1<sup>st</sup> week              2<sup>nd</sup> week              3<sup>rd</sup> week              4<sup>th</sup> week              5<sup>th</sup> week

**4 On the back of this page there is a listing of the room groupings. Please circle the room(s) you are requesting.**

5 Please fill in the exact Start Time and End Time as it will appear on the calendar.

Start Time: \_\_\_\_\_ End time \_\_\_\_\_ Set up time \_\_\_\_\_ min/hrs. Clean up time \_\_\_\_\_ min/hrs.

6 Event Name as it should appear on the Calendar \_\_\_\_\_

7 Organization hosting: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

8 Notes: \_\_\_\_\_

\_\_\_\_\_

Additional Requests for an event: (Please circle the items requested.)

Coffee Cart – will all the supplies  
Dance Floor 1 – half of the dance floor  
Dance Floor 2 – the whole dance floor

PP – TV with the cables to connect a laptop for presentations  
Sound – a sound system with microphone  
TV – TV with a DVD player

AC-ALL	JAC All rooms, all floors and all the space
AC-1/2	JAC first fl. Rms. 1 and 2 combined 60 people
AC-3/4	JAC first fl. Rms. 3 and 4 combined 60 people
AC-1 to 4/HALL	JAC first fl. Rms. 1,2,3 and 4 with all walls removed 150 people
AC-1 to 4/CLASS	JAC first fl. Rms. 1,2,3 and 4 with all partitions in place 4 classrooms 30 ea.
AC-1 to 4/PARTY	JAC first fl. rms. 1,2,3, and 4 combined with hall partition in place 125 people
AC-5/6	JAC sec. fl. Rms. 5 and 6 combined 60 people
AC-5/6/7	JAC sec. fl. Rms. 5,6,7 combined 90 people
AC-5 to 10/HALL	JAC sec. fl. Rms. 5,6,7,8,9, and 10 with all walls removed 250 people
AC-5 to 10/CLASS	JAC sec. fl. Rms. 5,6,7,8,9,and 10 with all partitions in place 6 classrooms 30 ea.
AC-5 to 10/PARTY	JAC sec. fl. Rms. 5,6,7,8,9,and 10 combined with hall partition in place 225
AC-5 to 8/HALL	JAC sec. fl. Rms. 5,6,7,and 8 with all walls removed 225 people
AC-5 to 8/CLASS	JAC sec. fl. Rms. 5,6,7, and 8 with all partitions in place 4 classrooms 30 ea.
AC-5 to 8/PARTY	JAC sec. fl. Rms. 5,6,7 and 8 combined with hall partition in place 200 people
AC-7/8	JAC sec. fl. Rms. 7 and 8 combined 60 people
AC-8/9/10	JAC sec. fl. Rms. 8,9 and 10 combined 90 people
AC-9/10	JAC sec. fl. Rms. 9 and 10 combined 60 people
AC-9/10	JAC sec. fl. Rms. 9 and 10 combined 60 people
AC-BASEMENT	JAC basement
AC-ENTRY	JAC north entry area without any rooms
AC-Great ROOM	JAC gymnasium including stage and sound room
AC 1	JAC first floor room 1 30 people
AC 2	JAC first floor room 2 30 people
AC 3	JAC first floor room 3 30 people
AC 4	JAC first floor room 4 30 people
AC 5	JAC second floor room 5 30 people
AC 6	JAC second floor room 6 30 people
AC 7	JAC second floor room 7 30 people
AC 8	JAC second floor room 8 30 people
AC 9	JAC second floor room 9 30 people
AC 10	JAC second floor room 10 30 people
AREA-ALL	2 <sup>nd</sup> floor Admin. Bldg. all rooms
AREA 1	2 <sup>nd</sup> floor Admin. Bldg. Room labeled AREA 1
AREA 2	2 <sup>nd</sup> floor Admin. Bldg. Room labeled AREA 2
AREA 3	2 <sup>nd</sup> floor Admin. Bldg. Room labeled AREA 3
AREA 4	2 <sup>nd</sup> floor Admin. Bldg. Room labeled AREA 4
AREA 5	2 <sup>nd</sup> floor Admin. Bldg. Room labeled AREA 5
AREA 6	2 <sup>nd</sup> floor Admin Bldg. Room labeled AREA 6
AREA 7	2 <sup>nd</sup> floor Admin. Bldg. Room labeled AREA 7
AREA 9	2 <sup>nd</sup> floor Admin. Bldg. Room labeled AREA 9
AREA 10	2 <sup>nd</sup> floor Admin. Bldg. Room labeled AREA 10
LIBRARY	2 <sup>nd</sup> floor Admin. Bldg. Room labeled LIBRARY
BRIDE	The bride's room
CHAPEL	The Chapel
CHURCH	The main CHURCH
CONF 1	The conference room in the front of the office complex
CONF 2	The conference room in the rear of the office complex
KITCHEN	The entire kitchen for cooking and preparing food. Share ice and water
KIT/ACCESS	Use of the ice and sinks in the kitchen. Nothing else.
NARTHEX	South entrance usually blocked with the CHURCH
NURSERY	Both nursery areas in the Preschool Wing.
PS WING	The entire preschool wing including all three nurseries.
PSCR-1	Preschool Wing room labeled CLASSROOM 1
PSCR-2	Preschool Wing room labeled CLASSROOM 2
PSCR-3	Preschool Wing room labeled CLASSROOM 3
PSCR-4	Preschool Wing room labeled Classroom 4