



ST. STEPHEN FACILITY & ROOM RESERVATION FORM
 (Forms should be submitted 2 weeks in advance of requested date)

Ministry/Group Leaders: Submitting this form reserves your room, you will be contacted only if there is a room or time conflict. You may always call to verify of your reservation.

Today's Date: _____ Event Date(s): _____
 Please circle the next day(s): Su M T W Th F Sa

Please select three alternative dates for this event/activity in case date selected is not available:

Your Name: _____ Phone: _____
 Is this a church/ministry-related activity? NO YES

Ministry Branch/Group: _____

Which facility/room is being requested?

 Setup Time _____ Actual Event _____ Ending Time _____
 After clean-up, what time will the room/facility be vacated? _____

How many people are you anticipating to attend the event/activity?

Will furniture/equipment be needed for this event? (tables, chairs, etc.) NO YES
 Please indicate the number of tables _____ chairs _____ other _____

- **Will there be a need for a Kitchen? NO YES *Please fill out proper paperwork.*
 - **Will there be a need for Audio/Video services? NO YES *Contact Phil Gazaway at ext. 6808.*
 - **Will there be a need for Music Department involvement? (musicians, choir, soloists, etc.)? NO YES
If yes, please make contact with Kevin James, Director of Worship at ext. 6656.
 - **Will there be a need for church-owned vehicles? NO YES *Please fill out proper paperwork.*
- **Separate arrangements need to be made for these functions/activities.**

Contact Person: _____ Phone(s): _____

PLEASE DRAW A DIAGRAM OF SET UP NEEDED

ALL MINISTRIES/GROUPS ARE EXPECTED TO LEAVE THE FACILITY CLEAN.
Please return this form to Leveta Ellis. QUESTIONS? Call (502) 583-6798, ext. 6848.

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St. Stephen Church welcomes everyone into full participation in SSC program and ministries. We ask you to observe the following guidelines when using SSC facilities.

1. Set-up and takedown of furniture and equipment will only be done by the SSC staff.
2. Building users are not to move furniture or equipment.
3. Significant changes in room arrangements, equipment, or services need to be made at least one week prior to the event.
4. Groups must stay within designated areas reserved for them.
5. Glitter, popcorn, helium balloons and confetti may not be used in connection with any event or activity and are not allowed in SSC facilities in conjunction with an event.
6. Nothing may be affixed to walls, doors, partitions, floors or windows inside or outside that may cause damage or an undesirable appearance.
7. Food must be consumed in designated areas only.
8. SSC owned musical instruments may be used only with the specific permission of the Music Director.
9. SSC property may not be removed from SSC facilities.
10. Parents are responsible for their children and children must be under their direct supervision at all times, unless the children are participating in a scheduled youth or children's activity.
11. Church facilities are not available for fund raising events of any type, unless approved in accordance with the fund raising guidelines.
12. SSC owned musical instruments may be used only with the specific permission of the Music Director.
13. No smoking or consumption of alcoholic beverages is permitted on SSC property (inside or outside).

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