

PLEASE NOTE YOUR GROUP'S RESPONSIBILITIES FOR YOUR EVENT:

- 1) Setup and tear down
- 2) Cleaning and vacuuming
- 3) Taking trash to dumpster

- 4) Turning out lights
- 5) Locking all doors
- 6) Complete the checklist (page 3)

**Please see the fee schedule on page two!
THANK YOU FOR YOUR COOPERATION WITH THIS!**

**Richardson Church of the Nazarene
Event Detailer**

2101 E. Renner Road, Richardson, TX 75082 ♦ 214.570.5600 ♦ Fax 214.570.5601

Events will be placed on the Church Calendar after this form is completed, filed with the Church Office and approved at the next staff meeting.

Date Request Submitted: _____ Date of Function: _____

Event: _____ Sponsoring Ministry/Department/Committee: _____

Contact for Event: _____

Contact Phone: _____ Contact E-mail: _____

Facilities Requested

- Worship Center Atrium Youth Center Nursery Kitchen Classroom(s) # _____
- Outside Library Conference Off Site (Location _____)

Function

- Wedding Party
- Funeral Class/Bible Study
- Committee Meeting Full Congregation Event
- Other Meeting: describe _____

Announcements Items:

- Promo image submitted? Yes No
- Promo Text Submitted? Yes No

Estimated Attendance: _____

Time Actual Function Begins: _____

Time Actual Function Ends: _____

When would you like to set up? _____ When do you expect to be finished tearing down? _____

Child Care (Must be done through the church)

Would you like to request child care for your event? No Yes If yes, please fill out a Child Care Request Form.

Please note that child care is not guaranteed and may be accompanied by further charges. You must request child care at least two weeks before the event, pending approval.

Equipment Needed:

- Round Tables
 - 6' (28 available- _____ needed)
 - 5' (10 available- _____ needed)
- Rectangular Tables
 - 8' (22 available- _____ needed)
 - 6' (8 available- _____ needed)
 - 4' (4 available- _____ needed)
- Digital Projector
- Television
- Podium
- Easel
- White Board
- Other (list to the right)

Table Cloths (See fee schedule):

- White Round (_____ needed)
- Conference Table White (_____ needed)
- Red and White Checked (_____ needed)

Audio Visual None Needed Requested (copy to Music Office)

- Sound: CD Mics (_____ needed)
- Video : DVD Video Capture: # of cameras _____
- Media Projection in WC Lighting

Whom have you secured to run your A/V equipment? _____
*(must be approved by staff)

Notes _____

Transportation:

beginning _____ ending _____
 Van (2 available- _____ needed)
 Bus (Who with a CDL will be driving? _____)
 Date / Time for Key Pickup _____

Kitchen Guidelines

Complete clean up

- Empty dishwashers.
- Put everything back in its proper place.
- Wipe off counters and range tops.
- If anything has boiled over in the oven, please clean.
- Do NOT put leftover food in refrigerators. Throw it away or take it home.
- Sweep up food from floors and put in trash bags.
- Take plastic bags from the trashcans, tie tops and place outside. Replace with clean plastic bags.
- Report to office any shortage of paper goods.
- The commercial kitchen equipment is not to be used without prior training by the kitchen coordinator. This includes the convection oven and range.

Securing facilities:

- Make sure all doors to kitchen are locked and shut. Be sure all outside doors to building are locked before leaving.
- Make sure the vent fan is off and not venting.
- Turn off ovens.
- Turn off burners.
- Turn off lights.

Fee Schedule

Facilities	Rental	Custodial
Took care of all items on the checklist except vacuuming		\$25.00
Cleaning in addition to routine vacuuming		\$75.00
Tablecloths Cleaning Charge (per tablecloth)	\$10.00	

For charges and requirements applicable to weddings, refer to VII.7 “Wedding Handbook”.

Other types of requests will be addressed on a per-request basis.

Audio Visual

Church groups will need to secure trained A/V workers on a volunteer basis.

The use of any church related audiovisual equipment (microphones, cords, media players, soundboard, projectors, etc.) must first be approved and checked out by the Audiovisual Equipment Coordinator / Music Director.

No equipment is to be removed from the grounds without permission.

Equipment is to be used only for church-related functions. The portable P.A. system may be used outside the church building for church-related functions if approved.

Use this space to write the announcement as you would have it listed in the bulletin and/or weekly e-newsletter.

If use of a particular piece of equipment or a special arrangement for an event at the church is required, advance notice is necessary to assure its proper set-up and return.

EVENT CHECKLIST

**Please ensure that each of the items below
is completed following your event**

_____ 1) Tear down and put away everything that was set up specifically for your event

_____ 2) Clean and vacuum the area where your event was held

_____ 3) Take trash to the dumpster

_____ 4) Turn out the lights

_____ 5) Lock all the doors