

EVENT WORKSHEET

Please fill out legibly and completely, then read and sign the back of this form. Every line must be addressed and filled in, if it is not applicable to you then put N/A. We will then send you a letter of confirmation, if approved.

Today's Date _____
Event Name _____
Event Date _____ (If this is an on-going event, attach a separate sheet with dates requested)
Time of Event _____ Set-up date & time _____
Place of Main Event _____ Number expected _____
Participant's _____
Purpose: _____

Coordinator
Name _____ Phone _____
Helper's _____
Clean-up /Set-up _____
Person Opening & Closing building _____

Church Facilities/equipment/resources needed:
Sanctuary _____ Fellowship Room _____ Kitchen _____
Classrooms _____ 2's & 3's Room _____
Toddler/Nursery _____

Is childcare offered for this event? _____ **Cost** _____ (fill out cost analysis sheet)
****If the chairs need to be removed in the sanctuary for your event, you must contact the deacons and have a deacon available so the chairs will be set up correctly.**

It is your responsibility to contact Bill King to see if anyone will be available to do the sound or any music. TV/DVD _____ Sound _____ Video Tech _____
Activities will include: _____

Finances

All events that have a cost, require a Cost Analysis Sheet to be filled out. Dan Feutren will review the form and if need be get back to discuss this with you. If any deposits or payments are needed to secure this event, Barbara Clary needs to be informed 2 weeks prior of due date.

Cost to individual \$ _____ **Deposit required \$** _____

The Bulletin Request Form needs to be filled out and given to Vicki Brower before any bulletin announcement or dates will be done.

- Bulletin Flyers you will be submitting
 Pulpit announcement (if approved by Pastors)

Our Building Usage Guidelines on the back of this form will need to be read carefully and signed, if you agree to the requirements.

Building Usage Guidelines

Valley Christian Fellowship

The Lord has blessed us with a beautiful place to worship at Valley Christian Fellowship and we have an obligation to keep His house in good repair and clean. Please be diligent to see that all equipment and rooms are left in a good condition and ready for the Sunday morning worship services.

SANCTUARY

1. If the chairs need to be removed in the sanctuary for your event, you must contact the deacons and have a deacon available so the chairs will be set up correctly

FELLOWSHIP HALL/ALL CLASSROOMS

1. You are responsible for setup and breakdown of any tables and chairs as well as total cleanup of this area. Please leave it as you found it.
2. All trash cans need to be emptied and placed in dumpster across the parking lot.

KITCHEN USAGE

1. If you need to use the kitchen, please bring your own necessary supplies, such as paper plates, utensils and staples etc...
2. If dishes were used please wash (in steel sinks) and put back in proper place.
3. It is essential that you make sure the kitchen is clean and secure (door locked) before leaving.
4. Do not leave any leftovers in the refrigerator or freezer- take leftovers with you.

BATHROOMS:

1. Please leave bathrooms cleaned and presentable for Sunday Morning Services.
2. Men's and Women's bathrooms in the front foyer are not to be used if event is scheduled for Saturday evening.

OTHER:

1. Children may play on the playground outside **with adult supervision only.**
2. All children must be supervised and may only be in the designated rooms that have been requested on your Work Sheet.
3. It is essential that you make sure **all** exit doors are secure prior to setting the alarm.

We thank you for being a part of our church family and for following good stewardship guidelines for using the church facilities. May your event be a complete success!

Name _____

Address _____

Phone _____ Daytime _____

Approved _____ Follow up letter _____ Phone confirmation _____

Valley Christian Fellowship
Ministry Event
Cost Analysis Sheet

Event Name _____

Leader's Name _____ Phone Number _____

List all estimated expenses: (i.e.: food, rental, lodging, speakers, decorations, books, etc.)

- _____ = _____
- _____ = _____
- _____ = _____
- _____ = _____
- _____ = _____
- _____ = _____
- _____ = _____
- _____ = _____

Total Estimated Cost = _____

List all estimated income that will cover the cost of the event:

- Cost to individual _____ times number of people _____ = _____
- Individual donations or offerings _____ = _____
- Other _____ = _____

Total Estimated Income = _____

Profit or Loss = _____

