

1. EVENT INFORMATION:

Event TITLE:* _____

START Date:* _____ END Date:* _____

Contact:* _____ *Mark reoccurring event dates on the back noting holidays and breaks**

Phone:* _____ Building Access Time: _____

Email:* _____ Event START Time:* _____ Event END time:* _____

ADMINISTRATION: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Dept Approval: _____ Date: _____ Location: _____

Admin Approval: _____ Date: _____ Rooms needed: _____

2. CUSTODIAL & EQUIPMENT: * required information Number expected:* _____ Church-wide event Department event

EQUIPMENT: sound system microphone(s) how many? _____ projector screen CD Player DVD Player/TV

Special instructions / room layout: _____

3. KITCHEN SERVICES:

PAPER GOODS: dinner plate: regular dessert plate plastic ware cups cooler - drink* ice
 dinner plate: divided bowl napkins other _____ cooler - chest* trash bags

BEVERAGES: water tea sweet tea lemonade coffee - reg coffee - decaf sugar/cream

Item pick up / time / location / return: _____

Special instructions / menu:** _____

4. PROMOTION: *NOTE: \$40.00 replacement cost per chest cooler and water cooler ** MENU is due one week prior to event

NO PROMO bulletin website facebook postcard animation/video other _____

5. TRANSPORTATION:

Number of vans: _____ Destination: _____

Drivers:* _____

VAN 1 (with hitch) VAN 2 VAN 3 (handicap) VAN 4 (handicap) trailer

6. CHILDCARE: * Transportation will not be approved until drivers are identified.

Age Group: birth thru kindergarten first grade thru fifth grade Start time: _____ End time: _____

Sign Up Deadline: _____

There must be a minimum of (7) children either birth through kindergarten or 1st through 5th grade before childcare can be requested and approved. A completed Golden Rod must be approved through the church office at least (2) weeks in advance. Information with names, ages, and/or grades are due in the Preschool/Children's office not later than the Sunday prior to the approved event. Cancellations for preschool childcare should be made by calling the childcare coordinator at 405-348-3703. Cancellations for elementary care should be made through Charles Scheffe at 405-706-0763. Indicate the start time and end time. NOTE: childcare will end by 9:15 PM for any night time event. Childcare requests for individual groups outside of designated times must be made a minimum of 2 weeks in advance and include division minister approval. **Reservation deadline for individual names, ages, and grade is the Sunday noon prior to event.** In the event there are not enough preschooler and children (seven per group), childcare will revert to the voucher system *with approval from the minister in charge of the division*. Childcare (preschool, birth through pre-k) is provided for worship center church-wide activities, exceptions include Christmas Eve, Christmas Day, Thank You Jesus, etc.

7. OFFICE USE ONLY: Calculated FEES:

Fee TOTAL as calculated on back: _____

2012 Calendar Year

NO SCHOOL Edmond Public Schools

January

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

New Years Day
Martin Luther King Day

February

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

Ground Hog Day, Valentines Day
Ash Wednesday, Presidents Day

March

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Daylight Savings Begins
St. Patrick's Day, Spring Break

April

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Palm Sunday, Good Friday
EASTER

May

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Nat'l Day of Prayer; Mothers Day
Last Day of School; Memorial Day

June

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Fathers Day

July

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Independence Day

August

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

First Day of School
Pre-K thru 12

September

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Labor Day

October

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Columbus Day, Fall Break
Halloween

November

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Conf Day, Daylight Saving Ends
Veterans Day, Thanksgiving

December

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Advent, Christmas Break
Christmas, New Years Eve

FOR CHURCH USE IN CALCULATING FEES

Facilities Available	Member	Non-Member	FEE Calculation
WORSHIP CENTER (seats 2,000 with sound, video, & lighting support)			
Funeral	No Charge	\$300 (negotiable)	
Wedding (2 nights)	No Charge	\$750	
Wedding Accessories	\$100	\$250	
Wedding Consultant	\$150	\$250	
Organist / Pianist	\$100	\$100	
Sound / Lighting Technician	\$100	\$100	
Custodian	\$50	\$50	
Concert	\$500	\$1000	
Sound / Lighting Technician	\$250	\$250	
Security Personnel	\$25 per hour	\$100	
Custodian	\$50	\$50	
Speaking Engagement / Program	\$300	\$500	
Sound / Lighting Technician	\$100	\$100	
Custodian	\$50	\$50	
Security (if required)	\$25 per hour	\$25 per hour	
LIGHT TOWER and/or PATIO			
	No Charge	\$100	
Custodian	\$50	\$50	
FELLOWSHIP HALL (3 sections, with sound and video support, 80 tables per section)			
Meeting with Food Service	\$50 per section	\$100 per section	
Custodian	\$50	\$50	
Table Cloths	Paper \$3.50; Linen \$7.50	Paper \$3.50; Linen \$7.50	
LARGE ROOM: STUDENT LIFE CENTER & CHOIR ROOM (with sound and video support)			
	\$50	\$100	
Custodian	\$50	\$100	
LARGE ROOMS: (NO sound or video support)			
	\$50	\$100	
Custodian	\$50	\$50	

FEE TOTAL _____