

SPECIAL EVENTS PHYSICAL NEEDS FORM
for
Church Groups/Clubs/Committees

All church group/club/committee heads/leaders are asked to please complete the following form and give it to the Administrative Assistant. Thank you for your help in ensuring your event runs smoothly!

1. Name of Event:

2. Date of Event:

3. Start Time of Event:

End Time of Event:

4. Is a custodian required to unlock and lock the church?

Yes___ Please unlock the church at ___ and lock at _____

No___ I _____ have keys for the church and will take
(name of person with keys)

responsibility for unlocking and locking the church.

5. Do you require a custodian to be present during this event? Yes___ No___

6. Rooms required: Church Proper___ Great Hall___ Westminster Lounge___

Board Room___ Kitchen___ Chapel___ Gym___

7. Will your group/club/committee be able to set up for this event on its own?

Yes___

No___ (On the reverse side of this form please describe/draw a "map" of what set up you require in what room(s). Eg. # of chairs, # and shape (round or rectangular) of tables, layout of chairs and tables, special equipment (podium, microphone, extension cord(s) etc.).

8. Will your group/club/committee be able to take down/clean up after this event? Yes___No___

(Group/Club/Committee Head)

(Administrative Assistant)

For office use only:

Custodian setting up for this event:

Custodian working at this event: