

RIVERVIEW CHRISTIAN EVENT & MEETING RESERVATION FORM

INSTRUCTIONS

1. Form is due 4 weeks before event or advertising deadline.
2. Fill out form completely (incomplete forms will be returned).
3. Put completed form in the wire basket on the desk

INFORMATION ABOUT EVENT

- **Event Name** _____
- **Description of Event** (for bulletin and/or social media) Two to three sentences max

- **Date of Event** _____
Are you filling this form out at least 4 weeks before your event? Yes No
- **Rain Date** _____ Doesn't Apply
- **Time of Event:**
Start Time _____

Finish Time _____
- **RSVP Date** _____ Doesn't Apply
- **Cost of Event** \$ _____ Doesn't Apply
- **Location of event**
 Church Off-site location: _____
- **If the event or meeting is at the church, which room is requested?**
 Sanctuary Fellowship Hall Library
 Outdoor Pavilion Other _____
- **Amount of people expected** in requested area.*

- **Audio Visual** Doesn't Apply
check all that will be needed
 Video projector Screen Sound System
 Microphone Other _____

CONTACT INFORMATION

- **Person in charge** _____
- **Contact Phone** _____
- **Email** _____

READ, SIGN AND DATE

If your event is at the Church

1. Empty all trash cans in room used.
2. Wash/clean off all tables used in activity.
3. Pick up all trash on the floors. Sweep the floors.
4. Turn off lights and air conditioner (if applicable).
5. Turn off all appliances (ie: oven).
6. Close all windows and doors.
7. Remove all unused items from refrigerator.
8. If instructed, leave tables and chairs in order for next planned activity.
9. Clean kitchen, including pots and pans that may have been used (if applicable).

Please note

- There is **NO SMOKING** permitted anywhere inside the building.
- There are **NO ALCOHOLIC BEVERAGES** permitted anywhere on church property.



I have read and agree to the above list
of responsibilities.

Signature

Date

*This is especially important so the correct amount of tables can be set up in the fellowship hall.