



## **Canyon Chapel Event & Facility Use - Work Flow Process**

### **(Non- Church Related Event or Activity)**

**(A Rental Fee and Deposit are Required for all Non-Church Related Events or Activities)**

Any event held at the church property needs to have an event form filled out and needs approval to be put on the church facility calendar. You can either:

1. Get a form from the Church "Event Form folder", behind the door in the sound room, to complete and turn in or
2. Download from our website (Event Forms page under "About" tab)

Once completed you can either:

1. Put the form in the "New Event Form" folder or
2. Scan and email it to Marilyn Hurst at [marilyn@canyonchapel.org](mailto:marilyn@canyonchapel.org)

All events will be subject to pastoral approval

Marilyn will then:

1. Notify the contact person of the decision to approve or deny
2. Give the contact person the pricing for renting the facility
3. Put the event details on the calendar

Event forms need to be turned in at least two (2) weeks prior to the event (preferably four weeks) to have time for processing and approval.



**canyon chapel**  
a foursquare church

**Non-Church Related Event Form**

**Name of Event:** \_\_\_\_\_ **Est. # of attendees:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

**Contact Info: Cell Ph/Hm Ph:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Rooms Requested (Circle all that apply):**

- |                         |                         |                                |
|-------------------------|-------------------------|--------------------------------|
| Sanctuary               | Canyon Room (35 people) | Cabin Room (20 people)         |
| Prayer Room (15 people) | The Meadows (Nursery)   | Club 56/Youth Room (30 People) |
| Basement                | Kitchen                 | Great Room (Lobby)             |

**Set up date:** \_\_\_\_\_ **Set up time:** \_\_\_\_\_

**Event start time :** \_\_\_\_\_ **End:** \_\_\_\_\_

**What will you want?:** Projector: \_\_\_\_ White Board: \_\_\_\_ Sound: \_\_\_\_ Chairs: \_\_\_\_

How Many?: \_\_\_\_ Tables: \_\_\_\_ How Many?: \_\_\_\_ Other: \_\_\_\_\_

**Brief description of the Event:** (e.g. The 4<sup>th</sup> of July BBQ is a swim party, BBQ and game night for students.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The Purpose of the Event:** (e.g. The 4<sup>th</sup> of July BBQ will give a chance for students to get to know each other better outside of Youth group and give an opportunity to bring friends that do not know Jesus or come to church)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-----**Events Team Use Only**-----

**Pastoral Approval:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Date Approved:** \_\_\_\_\_

\_\_\_\_: **Facilities Team (If Needed)**

\_\_\_\_: **Janitorial Team (If Needed)**