



CANYON CHAPEL

LOVE MEND SERVE SEND

Canyon Chapel Event & Facility Use - Work Flow Process

(Non- Church Related Event or Activity)

(A Rental Fee and Deposit may be required for all Non-Church Related Events or Activities)

Event forms are located in the sound room, behind the door. You can either:

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

Once completed please give the form to Marilyn

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 ASAP in order to have time for processing and approval.



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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) | Toddler Room (20 people) |
| Prayer Room (15 people) | The Meadows (Nursery) | 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?: (round ____), (rectangular ____)
Other: _____

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

The Purpose of the Event: (e.g. The 4th 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)**