

2016-2017

Office Use Only

Calendar \_\_\_\_\_  
Facilities \_\_\_\_\_  
Sent \_\_\_\_\_

**Northwood Presbyterian Church  
2016-2017 Facility Use/Calendar Request**

Date \_\_\_\_\_

Your Name \_\_\_\_\_

\*Email \_\_\_\_\_ Phone \_\_\_\_\_

**Group organizing the event (check one):**

- |  |  |
|--|--|
| <input type="checkbox"/> Non-church group name _____   | <input type="checkbox"/> Stewardship/Finance _____ |
| <input type="checkbox"/> Christian Education _____     | <input type="checkbox"/> Worship & Music _____     |
| <input type="checkbox"/> Children's Ministry _____     | <input type="checkbox"/> Youth/Young Adults _____  |
| <input type="checkbox"/> Membership & Evangelism _____ | <input type="checkbox"/> Human Resources _____     |
| <input type="checkbox"/> Deacons _____                 | <input type="checkbox"/> Children's Ministry _____ |
| <input type="checkbox"/> Mission & Outreach _____      | <input type="checkbox"/> Presbyterian Women _____  |
| <input type="checkbox"/> Property _____                | <input type="checkbox"/> Men of Northwood _____    |
| <input type="checkbox"/> Kid's Corner Pre-School _____ | <input type="checkbox"/> Other _____               |
| <input type="checkbox"/> Before/After School _____     |  |

Event Name \_\_\_\_\_

Northwood Staff Resource \_\_\_\_\_

**Check the area(s) you are requesting:**

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Kitchen            | <input type="checkbox"/> Room 4      |
| <input type="checkbox"/> Room 5             | <input type="checkbox"/> Room 6      |
| <input type="checkbox"/> Room 7             | <input type="checkbox"/> Room 8      |
| <input type="checkbox"/> Room 9             | <input type="checkbox"/> Room 10     |
| <input type="checkbox"/> Room 11            | <input type="checkbox"/> Room 12     |
| <input type="checkbox"/> Room 13            | <input type="checkbox"/> Room 14     |
| <input type="checkbox"/> Room 15            | <input type="checkbox"/> Sanctuary   |
| <input type="checkbox"/> Family Life Center | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Youth Room         |                                      |

**Church Groups Only Check one:**

- No set-up/equipment needed     A set-up diagram/equipment list is attached  
 We are able and will clean-up and return the facility to the standard configuration

Reserve Facility from Start Time \_\_\_\_\_ to End Time \_\_\_\_\_  
Event will begin for attendees at \_\_\_\_\_

I have circled each date being requested on the next page. I understand that if set-up is needed the day before any event, that date and time must be requested as well in order to verify that the set-up will not interfere with items already on the calendar.

(over)

Dates

Circle only those dates which you actually plan to meet. If you plan to meet monthly but will not meet during the summer or in December, for example, be sure to leave those months blank.

September 2016						
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	

October 2016						
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					

November 2016						
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			

December 2016						
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

January 2017						
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				

February 2017						
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				

March 2017						
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	

April 2017						
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						

May 2017						
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			

June 2017						
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	

July 2017						
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					

August 2017						
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		

Approval and Annual Review

I understand that submission of this document is a request only. Once it has been verified that the facility is available for the dates being requested and the use of the facility has been approved, the event will be entered in the church's online calendar ([www.northwoodpc.org](http://www.northwoodpc.org)). I also understand that ongoing events are approved one year at a time, September through August and that this document must be re-submitted each July. **If I represent a non-church group, I understand that Northwood Presbyterian does not provide set-up or custodial services unless those are arranged for a fee. Diagrams are posted in each room and I will return the room to the diagramed set-up at the completion of the event.** If there are any changes to the requested date(s), I will re-submit this form with the requested changes.

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Church Administrator