

2017-2018

Office Use Only

Calendar _____

Facilities _____

Sent _____

**Northwood Presbyterian Church
2017-2018 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"/> Christian Education | <input type="checkbox"/> Stewardship/Finance |
| <input type="checkbox"/> Children's Ministry | <input type="checkbox"/> Worship & Music |
| <input type="checkbox"/> Membership & Evangelism | <input type="checkbox"/> Youth/Young Adults |
| <input type="checkbox"/> Deacons | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Mission & Outreach | <input type="checkbox"/> Children's Ministry |
| <input type="checkbox"/> Property | <input type="checkbox"/> Presbyterian Women |
| <input type="checkbox"/> Kid's Corner Pre-School | <input type="checkbox"/> Men of Northwood |
| <input type="checkbox"/> Before/After School | <input type="checkbox"/> Other _____ |

Event Name _____

Northwood Staff Resource _____

Check the area(s) you are requesting:

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

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.

<p>September 2017</p> <table border="1"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	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	<p>October 2017</p> <table border="1"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	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					<p>November 2017</p> <table border="1"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </tbody> </table>	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									
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																																																																																																																																	
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																																																																																																																																					
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																																																																																																																																			
<p>December 2017</p> <table border="1"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	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							<p>January 2018</p> <table border="1"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	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				<p>February 2018</p> <table border="1"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td></tr> </tbody> </table>	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			
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																																																																																																																																							
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																																																																																																																																				
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																																																																																																																																				
<p>March 2018</p> <table border="1"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	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	<p>April 2018</p> <table border="1"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	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						<p>May 2018</p> <table border="1"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	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									
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																																																																																																																																	
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																																																																																																																																						
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																																																																																																																																			
<p>June 2018</p> <table border="1"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	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	<p>July 2018</p> <table border="1"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	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					<p>August 2018</p> <table border="1"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	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								
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																																																																																																																																	
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																																																																																																																																					
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																																																																																																																																		

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). 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