

Today's Date _____ Date of your event _____

PLEASE USE A SEPARATE FORM FOR EACH DAY OF YOUR EVENT

Your Name/Ministry Name _____
 Type of Event _____
 Your Phone Number(s): _____

PLEASE READ BEFORE CONTINUING:

Please review your form and arrangements no later than 10 days prior to your event. **Changes will not be accepted after that time.** All events must end no later than 10:00 pm. If you need sound/video, arrangements **MUST** be made no later than 10 days prior to your event. Please contact Rodney Harrison, Minister of Music, for ALL sound and video requirements (704-872-4139, ext. 208, or: rodney@westernavenue.org). Please, do not use tape on any doors. Magnets may be used on metal exterior doors. No duct tape on doors, walls, floors, anywhere. After your event, place trash in trash cans, take all decorations, food, drinks, personal belongings as you leave. WABC will not be responsible for articles left after your event. The WABC cleaning service will take care of the trash cans, check restrooms, clean floors, and reset for the next event.

Your event begins at _____ am/pm Your event ends at _____ am/pm
 You need the room set/doors unlocked at _____ am/pm
 We may clean/lock the room(s) at _____ am/pm

What room(s) are you reserving: _____

What entrance would you like unlocked: **Please circle**

- Fellowship Hall Children's Canopy Foyer/Worship Center
 Back Canopy Side Entrance

SET UP

How many 5' white round tables do you need: _____

How many chairs at these round tables: _____

How many rectangle tables do you need: _____

How many chairs at these rectangle tables: _____

Do you need extra chairs or tables: _____

You may draw a set-up diagram and include with this form.

FOR OFFICE USE ONLY:	NOTES:	OPEN/CLOSE:
Cleaning Service (fax) _____ Cleaning Service (church) _____ Custodian _____ Kitchen _____ Preschool Department _____ Music Department _____ Ministry Scheduler _____		Cleaning Service Custodian Dale of Event