

RVCC Event Form

This form is to be used to place events on the RVCC calendar, reserve RVCC facilities, and/or place items in the RVCC bulletin.

****PLEASE PROVIDE ALL REQUESTED INFORMATION****

Your Name: _____ Phone: _____

Group: _____ . Event: _____

Location of Event: RVCC Other (specify): _____

Facilities Needed: No facilities are needed – this is a calendar request only

<input type="checkbox"/> Gym	<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Welcome Center	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Children's Church	<input type="checkbox"/> Classrooms (#:____)	_____
Date/Time frame desired: _____			
Date/Time Facilities needed for setup: _____			
Length of activity: _____ . Expected Number of participants: _____			
<input type="checkbox"/> Van (# riding: _____) Registered Driver: _____			
Other needs or information: _____			

Should this appear in the bulletin?:

<input type="checkbox"/> No				
<input type="checkbox"/> Yes	When would you like this to appear?	<input type="checkbox"/> One Time	<input type="checkbox"/> Each Week	<input type="checkbox"/> Every Other Week
		<input type="checkbox"/> Once a Month	<input type="checkbox"/> Once a Quarter	
From: ____ / ____ / ____ . Until: ____ / ____ / ____ .				
Details: (You may write your item exactly as you want it to appear, or you may give details and we will write the item - just let us know.)				

<input type="checkbox"/> I have read and agree to abide by the Facility Use Guidelines.				
<input type="checkbox"/> A church van will be used. At least one registered driver is available and only registered drivers will be driving.				
Submitted by: _____ . Date Request Submitted: _____				