



EVENT PLANNING & FACILITY REQUEST FORM

This form is used to reserve a space to have an event scheduled at the Apostles church building, 11717 Lee Highway, Fairfax VA 22030 or for a Church of the Apostles sponsored event at an off-site location.

The Process: When a ministry within the church or an outside group wants to plan an event, this form is submitted to the church office either by mail or email. The church staff reviews the *Event Planning and Facility Request Forms* at their staff meeting to confirm there are no conflicts in dates and locations, and that the requested event is in line with our church vision and mission. After the staff review, a staff member will get back with the person submitting the form to confirm approval, get more information, or explain why an event cannot be approved.

Plan Ahead: A minimum of **8 weeks** advance notice is the standard for holding an event or requesting meeting space. This allows ample time for staff review, any needed changes, arrange for sound and tech support, childcare and services or furniture that may be needed in addition to printed materials used and creating an on-line registration, if required. While we recognize that situations may arise that may make the 8-week notice difficult, it is our hope that good planning and open communication will keep last-minute requests to a minimum. An announcement of a church sponsored event may be made through church media (newsletter, Apostles Community Hub, Service Announcements). The announcements must be written and submitted to the office for approval.

Set-up and Clean-up: Ministry/persons using the facility are responsible for the set-up of the room and clean-up. Trash should be placed in trash cans in the kitchen or taken directly to the dumpster. Rooms are to be restored to their original set-up.

Building Security: The building must be locked when the last group leaves the building. When your event is over, the person submitting this form is responsible to check the building to see that it is empty, that lights are out, and that all doors are firmly latched and locked. If the individual/group hosting the event needs a key/or keycard, this request must go through the office to distribute a key.

Printed Support Material: Ministries are responsible for creating printed materials for their event (brochures, flyers, hand-outs, etc). Church office staff are willing to print these completed materials if submitted at least two weeks ahead of the event.

Online Registration: If you would like assistance in setting up an online registration form for your event, please contact the church office. This request must accompany the original event request.

IMPORTANT: If you have any questions regarding the completion of this form, please contact the church office at 703-591-1974. Every effort will be made to provide you with the facility space, dates,



and event support that you are requesting; however, no guarantees should be inferred. Also, please be aware that circumstances may exist that will cause us to cancel or reschedule your event.

Submit completed forms to the church office in person or mail them to the church office at Church of the Apostles, Attn: Gayle Fisher, 11717 Lee Highway, Fairfax, VA 22030



EVENT PLANNING & FACILITY REQUEST FORM

EVENT NAME: _____

EVENT DESCRIPTION: _____

Event Speaker/Facilitator/Teacher: _____

Ministry Leader Approval of Guest Speaker and Topic: _____
(signature)

Rector Approval of Guest Speaker and Topic: _____
(signature)

Note: Guest speakers and topics at any Church of the Apostles event MUST be approved by the Ministry Leader AND the Rector before being issued an invitation to speak and being booked for an event. Both the Ministry Leader and the Rector need to sign this form to confirm their approval. Please note that approval of your speaker and the topic from the Rector and Ministry Leader does NOT constitute approval of your event or the dates you are requesting. The *Event Planning & Facility Request Form* still needs to go through the regular review before the staff. If your speaker has slides or videos for the event, they must be provided to the office no less than **10 business days** in advance of the event. If your ministry has a guest speaker at an event, the person submitting this form is responsible for contacting the speaker to get the materials to the church office in adequate time.

- MINISTRY AREA:**
- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Worship | <input type="checkbox"/> Discipleship | <input type="checkbox"/> -Membership | <input type="checkbox"/> Mission & Outreach |
| <input type="checkbox"/> Healing Center | <input type="checkbox"/> Children’s Ministry | <input type="checkbox"/> Youth Ministry | <input type="checkbox"/> Prayer Ministry |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Vestry | <input type="checkbox"/> Men’s Ministry | <input type="checkbox"/> Women’s Ministry |

APPROVAL: _____
Signature of Leader of the above noted Ministry Leader

Date: _____

Completed forms MUST have the signature of the Ministry Leader for that particular event.



PRIMARY CONTACT PERSON FOR EVENT: _____

Primary Phone: _____ Alternate Phone: _____

Email: _____

DATE REQUESTED: _____ Second Choice of Date: _____

Time of Reservation: _____ **to** _____ (including set-up and clean-up)

Actual event time: _____ **to** _____ (advertised time)

Recurring Dates: _____ (example: weekly, first Friday of the month)

Not Recurring (one time event)

If you are requesting a recurring meeting (such as a weekly Bible study or monthly ministry planning meeting), you are responsible for notifying the church office in the event your meeting will NOT be held.

LOCATION REQUESTED: Church of the Apostles

- | | | |
|--------------------------------------|--|---|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Atrium | <input type="checkbox"/> Multi-purpose room |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Nursery | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Prayer Room | <input type="checkbox"/> Upper Parking Lot | <input type="checkbox"/> Lower Parking Lot |

Off-site Location (please list): _____

COST of Event for Attendees: _____ Offering to be Received: _Yes _No

TECH SUPPORT REQUEST: _____Projection (slides or video) _____Sound (Mics, amplification)

_____Audio recording

Soundboard / Projection: If your event will need sound or projection support (microphone, audio, video, music, song slides, or speaker support slides), this must be scheduled at least **4 weeks** before the event. Because we have a very limited team of people qualified to run our soundboard and projection equipment, support in this area cannot be guaranteed.

++Note that a fee will be charged to cover the cost of personnel.

All speaker support slides, videos, and a song list must include CCLI license and information be provided to the church office not less than **10 business days** in advance of the event. Materials may be sent to Robert Edwards.

EQUIPMENT REQUEST: _____Easel _____Podium _____Projector in Multi-purpose room

_____Computer for projection in Multi-purpose room _____Gas Grill (propane)



KITCHEN USE REQUEST: Yes No

Kitchen use must be requested even for making coffee or plating refreshments. The person submitting this form must ensure there is someone assigned to clean up and return items to their proper place.

CHILDCARE: None Nursery (infants – age 5) Childcare (infants – age 10)

“Nursery Care” is defined as care for children ages 5 & under. “Childcare” is defined as care for children ages 10 and under. Due to the time it takes to obtain workers, ALL REQUESTS for childcare MUST be made not less than 4 weeks in advance of your meeting date, and ideally 6 weeks or more in advance to allow for participants to request Nursery/ Childcare and for workers to be arranged. Nursery and Childcare are only available when adequate workers can be arranged and cannot be guaranteed even when advance notice has been provided. The Ministry contact submitting this form will be notified ahead of time if this is the case.

In the event you need to CANCEL your meeting for which Nursery or Childcare has been requested, please be advised that you must provide 48 hours’ notice or you will be charged Kcolligan@churchfotheapostles.org at childcare@churchoftheapostles.org or call the church office (703) 591-1974 in order for the church to avoid the cost for that meeting.

VEHICLE: Cargo Van 15-passenger Van Driver’s Name: _____

The church has a 15-passenger van and a cargo van which are reserved for staff and ministry use only. Individuals driving these vehicles must submit a copy of their driver’s license and fill out/sign the Church Van - Driver Release & Authorization Form, provided by the church office. When using one of these vehicles, it must be returned with a full tank of gas and trash must be removed from the vehicle. All fuel and tolls or use of the church EZ Pass are to be paid by the driver/ministry using a van. Parking and traffic violations, while using one of these vehicles are the responsibility of the driver. If you receive a violation, please contact the church office at 703-591-1974.

BUILDING Key Card REQUEST: Yes No

Key Card to issued to: _____

Key Card signature form submitted.

PERSON SUBMITTING REQUEST: _____
(signature)

DATE: _____