



# GROUP REQUEST FORM

Requested by: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Group Name: \_\_\_\_\_

When do you want your group to meet? \_\_\_\_\_

**\* Be sure to check the resource calendar on our website to see if that date is available prior to requesting it.**

Leader(s) for group: \_\_\_\_\_

### Advertising

To advertise in a Sunday Gathering, please submit this form by the proceeding Monday for:

\_\_\_ Gathering Card

\_\_\_ Slides

\_\_\_ Flyers (include any graphics)

To advertise in monthly newsletters, submit this form by the 25th of the preceding month

\_\_\_ Flourish Monthly Email

\_\_\_ Man-Up Monthly Email

### Sign-ups

\_\_\_ Connect Card

\_\_\_ Monthly Email (linked to your email address)

\_\_\_ Other: \_\_\_\_\_

#### IF OUTSIDE GATHERING SPACE:

Van rentals needed? Y / N

Permission / Medical forms needed? Y / N

Destination: \_\_\_\_\_

Departure time: \_\_\_\_ : \_\_\_\_      Return time: \_\_\_\_ : \_\_\_\_

#### IF AT GATHERING SPACE:

Rooms Needed: \_\_\_\_\_

Set temperature for rooms: \_\_\_\_\_

Display Table needed? Y / N

Sound & AV? Y / N      Sound Tech needed for event? Y / N

Set-up time: \_\_\_\_ : \_\_\_\_ to \_\_\_\_ : \_\_\_\_      Set-up coordinator: \_\_\_\_\_

Clean-up time: \_\_\_\_ : \_\_\_\_ to \_\_\_\_ : \_\_\_\_      Clean-up coordinator: \_\_\_\_\_

Kitchen? Y / N  
Will meals be served? Y / N  
Number provided for: \_\_\_\_\_

**LI** Thank you for giving your time to connect people with each other and with God! You are a valuable member of the Life! Church family and we appreciate you! Please return this form to the office in-box at the connection desk. Events are approved on Mondays.



# GROUP WRAP-UP

Group Leader: \_\_\_\_\_

Date & Time: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ : \_\_\_\_ am / pm

Group Name: \_\_\_\_\_

**Please remember to clean all areas that were used by your group in the Gathering Space and Kids Life. Our cleaners may have already cleaned this week, so be sure to bring it back to shape for our Sunday gatherings! You can find cleaning checklists in the utility closet in the Kids Life area, as well as all the supplies you will need. Thank you!**

How many people attended? \_\_\_\_\_

Which rooms were used?

\_\_\_ Gathering Space

\_\_\_ Cafe

\_\_\_ Kids Life Lobby

\_\_\_ Kids Life classrooms : which rooms? \_\_\_\_\_

\_\_\_ Kitchen

\_\_\_ Kids Life Bathroom

\_\_\_ Adult Bathroom

\_\_\_ Did you use any supplies? yes no

If yes, what are we running low on now? Please explain:



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