

ASC MINISTRY EVENT & ROOM RESERVATION FORM

EVENT INFORMATION

Name of Event _____

Estimated Number of Persons Attending _____

One-time Event Recurring Event

Date(s) _____

(For recurring events, please provide a date range or list additional dates on the back of this form.)

TIME OF EVENT

Set-up Time _____

Start Time _____

End Time _____

Clean-up Time _____

LOCATION OF EVENT

All Saints Church

Other Venue (Name and address) _____

ESTIMATED NUMBER OF PEOPLE ATTENDING _____

PURPOSE OF THE EVENT

FUNDING

Does ASC provide specific budgeted funds for this group/event? Yes No

Total Amount \$ _____

If there are no specific budgeted funds, have you received approval for expenses incurred? Yes No

Total Amount \$ _____

COMMUNICATIONS AND PUBLICATIONS

Will there be print, digital, or social media utilized in the promotion of the event? Yes No

Please indicate which, if any, of the following ASC communication resources are requested:

Announcement Bulletin Weekly eblast Website Special eblast Social Media Posters

PERSON RESPONSIBLE FOR THE SPACE, INCLUDING SET UP AND CLEAN UP

Name _____

Email _____

Phone Number(s) _____

Will this individual be on site during the entire time the building is occupied/used for the event? Yes No

CHILD SAFETY AND PROTECTION

Will there be minors (children under the age of 18) present without their parent(s)/guardians(s)? Yes No

Will adult members (ages 18 and older), or adult participants at this event, be responsible for minors other than their own children at any time? Yes No

FUNDRAISING

Will participants be asked to donate either money or goods for charitable causes? Yes No

If "Yes," please give details. _____

FOOD & DRINKS

Will food or drinks be served? Yes No

Will alcohol be served? Yes No *If "Yes," please contact Nacole Hillman, Office Assistant, for a copy of the [Alcohol Use Policy](#).*

The following questions apply to all events on site at All Saints. If your event is offsite, please skip to the Acknowledgment and sign.

SECURITY

Events scheduled after 3 p.m. on Friday, any time on Saturday, and after 2 p.m. on Sunday are subject to a \$30/hour security fee and require an authorized individual to shut down and secure the premises after the event. If your event occurs during these times, do you agree to this fee which will come from your ministry's budgeted funds? Yes No

CUSTODIAL FEE

Events scheduled in the Great Hall after 3 p.m. on Friday and any time on Saturday are subject to a \$250 custodial fee. If your event occurs during these times, do you agree to this fee which will come for your ministry's budgeted funds? Yes No

ROOMS

Nave St. Mary's Chapel Great Hall Memorial Hall Parlor Library Youth Room

Other _____

Kitchen *If the Kitchen is requested, please see the [Kitchen/Great Hall Cleanup Checklist](#).*

SET UPS

The following tables and chairs are available for use in the Great Hall and Memorial Hall.

10 ~ 72" round tables	9 ~ 60" round tables
10 ~ 72" rectangular tables	8 ~ 96" rectangular tables
170 ~ folding chairs	150 ~ padded banquet chairs (Great Hall only)

Please attach any special set up or floor plan.

OTHER RESOURCES

Tablecloths DVD/TV Portable Sound System Microphone Projector/Laptop Screen Easels

Please note that tablecloths must be washed and returned within 48 hours after the event.

ACKNOWLEDGMENT

I acknowledge the receipt of the ASC Event/Meeting Guidelines. I have read and accept the terms and conditions stipulated in this document. If alcohol is served, I agree to adherence to the policies set forth in the All Saints Church Alcohol Policy. I also agree that if children are in attendance at this event, that supervision will be provided for the children within the guidelines of the ASC Child Protection Policy.

Signature of Person Responsible for the Space

Date

Please return completed and signed form to:

Nacole Hillman, Office Assistant

All Saints Church

3 Chevy Chase Circle

Chevy Chase, Maryland 20185

301-654-2488, ext. 229

nacole.hillman@allsaintschurch.net

Office use:

- Funding
- Child Safety and Protection
- Alcohol Use Insurance Policy
- Communications and Publications
- Fundraising