

NON-ASC 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.)

Set-up Time _____

Start Time _____

End Time _____

Clean-up Time _____

ESTIMATED NUMBER OF PEOPLE ATTENDING _____

PURPOSE OF THE EVENT

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. _____

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?

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? Yes No

FOOD & DRINKS

Will food or drinks be served? Yes No

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

Will alcohol be served? Yes No *If "Yes," please read the [Alcohol Use Policy of All Saints Church](#) and obtain a one million dollar private alcohol liability insurance policy, binder, or endorsement. Send a copy of the insurance policy to the Parish Administrator, Lois McDonald, at lois.mcdonald@allsaintschurch.net.*

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 indicate any special set up . Use the back of the form to draw a 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.*

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