



Central United Church
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For Office Use: DATE RECEIVED

ROOM/ONLINE BOOKING FORM 2024

FOR ALL OF CENTRAL'S TEAMS / GROUPS / DEPARTMENTS

ALL GROUPS MUST FILL OUT THIS FORM COMPLETELY TO BOOK A MEETING ROOM OR ONLINE MEETING AND RETURN TO THE OFFICE AT LEAST **ONE MONTH BEFORE THE REQUIRED DATE.**

NAME OF EVENT / GROUP								
START DATE				END DATE				
DAY(S) OF WEEK		SUN	MON	TUE	WED	THU	FRI	SAT
START TIME				END TIME				
TYPE OF EVENT					RECURRING EVENT			
IF RECURRING, HOW OFTEN			DAILY	WEEKLY	MONTHLY			
ADDITIONAL NOTES								
APPLICATION MADE BY								
GROUP / TEAM / DEPT								
EMAIL ADDRESS					PHONE #			

ROOM(S) REQUIRED							
ZOOM ONLINE		ROOM 1		ROOM 2		ROOM 3	
SANCTUARY		CHAPEL		HOSPITALITY LOUNGE			LIBRARY
GYMNASIUM		OTHER					

WHAT TYPE OF PROMOTION IS NEEDED (CHECK ALL THAT APPLY)							
BULLETIN		INSERT		FACEBOOK & INSTAGRAM			
BULLETIN BOARD POSTER				WEBSITE			
SPEAK DURING ANNOUNCEMENT TIME					AM SERVICE	PM SERVICE	

CREATE YOUR AD FOR YOUR EVENT

TIME / LOCATION / COST / GENERAL INFORMATION

ARE SIGN-UPS / REGISTRATION / A FEE / TICKETS NEEDED?

IF SO, PLEASE INDICATE YOUR PREFERENCES BELOW

SIGN-UP / REGISTRATION FORM		PAY AT THE DOOR		COST	\$
TABLE IN THE HOSPITALITY LOUNGE AFTER-SERVICE		YES		NO	
REGISTER AT AN OUTSIDE WEBSITE (ADDRESS)					

HOSPITALITY RESOURCES

FOOD PREP SPACE		FOOD SERVING SPACE		FRIDGE OR FREEZER SPACE	
PAPER PRODUCTS (COFFEE CUPS / PAPER PLATES)				GLASSWARE / DISHES / CHINA	
COFFEE		TEA		WATER	

EQUIPMENT & QUANTITY REQUIRED

# LONG TABLES NEEDED		# ROUND TABLES		# SMALL TABLES	
TABLECLOTHS NEEDED	YES	NO	BLACK TABLE COVERS	YES	NO
# CHAIRS NEEDED					

AUDIO / VISUAL NEEDS

BLUETOOTH SPEAKER		SCREEN & PROJECTOR		WHITEBOARD / FLIPCHART	
48" TV WITH HDMI CABLE	YOU WILL NEED TO PROVIDE YOUR OWN COMPUTER				
IF THE EVENT IS IN THE SANCTUARY IS A SOUND TECH REQUIRED		YES		NO	
IF YES THERE MAY BE AN ADDITIONAL COST					

ADDITIONAL INFORMATION

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APPLICANT SIGNATURE:	<hr/>				
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